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Introduction

PADMS is an application used by the Bureau of Land Management (BLM), the Pinedale Anticline Project Office (PAPO), and energy companies to track and document disturbance and reclamation activities associated with natural gas operations on the Pinedale Anticline in NW Wyoming. Operators can view all data in the application but can only edit their own data. Agency managers have the ability to look at and edit all data. The application allows querying of the data entered to provide useful information to all users.

PADMS is fully deployed; all information is visible to the public through the web interface.

For Additional Help with PADMS:

Email the PAPO (Pinedale Anticline Office) Help Desk at: jperkins@blm.gov

Or telephone the BLM Pinedale Field Office at 307-367-5355 and leave a message with PAPO staff

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How to Log in to the System

Go to: <https://my.usgs.gov/papo>

Log in with your **username** and **password**.

For additions or changes to permissions to specific operators, please contact the PAPO Help Desk: telephone: (307) 367-5355 and ask for a PAPO Staff Member. The USGS Database Administrator (DBA) will add user names to the system, and PAPO will add or remove permissions for specific operators upon request of the operator.

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Change or Forgot Your Password

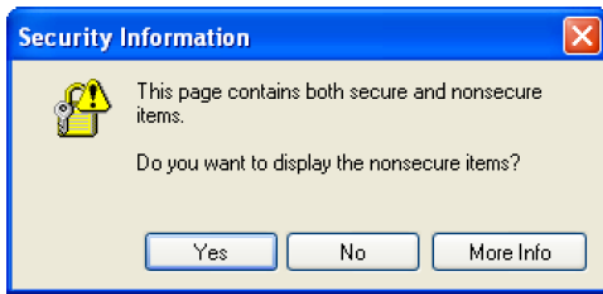
Please contact Jeremy Perkins at jperkins@blm.gov

NOTE: USGS utilizes my.usgs.gov for centralized user management for all applications hosted on the USGS site. Therefore, usernames and passwords are managed by the USGS User Profile store at <https://my.usgs.gov>. As a result, users are forwarded to this system to enter their authentication credentials. The myUSGS site has a team who helps with password resets and access questions. The WRDMS Application allows myUSGS to determine if a user is authorized and authenticated and does not store any user profile information.

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Disable the Security Information Pop-Up

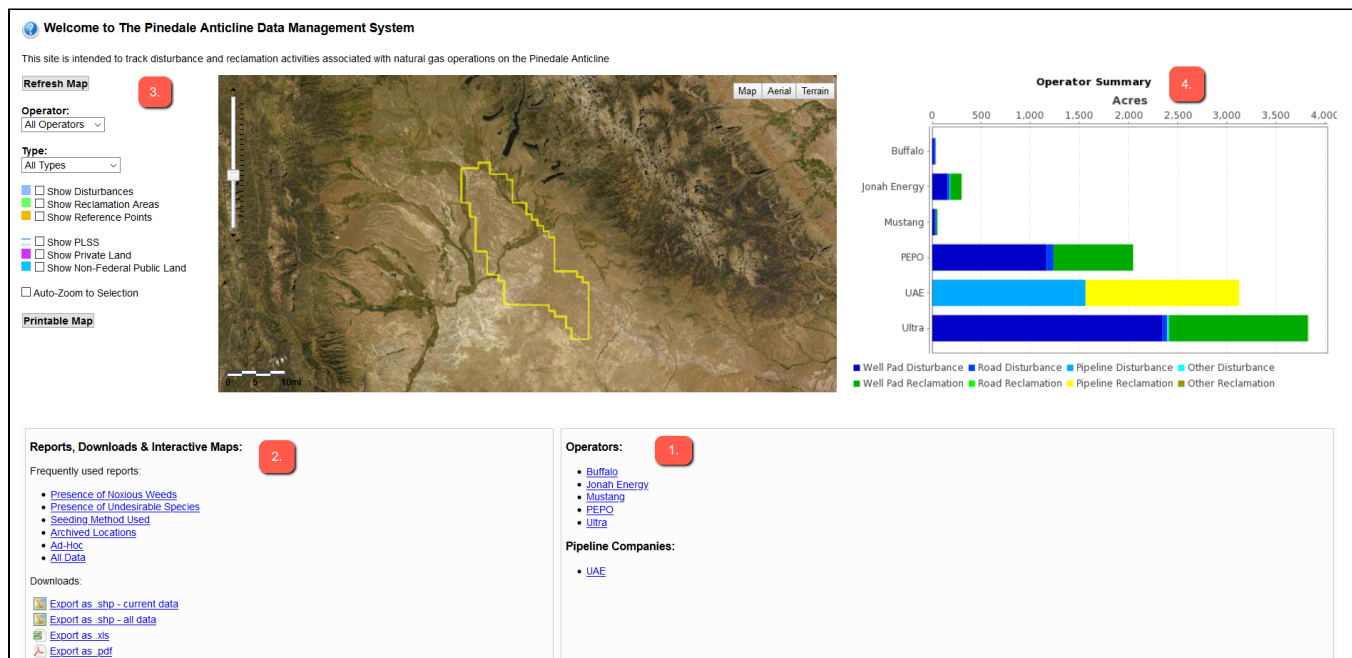
If you receive the following alert while using the application (only seen in Internet Explorer), select **Yes**.



PADMS Entry Page

When a PAPO user logs in to PADMS, the first page displayed is the **PADMS Entry Page**. This is the page users will employ to navigate to the individual operator pages and reporting component.

The following figure is the **PADMS Entry Page**. The following sections describe each of the primary four components.



Operators Section 1.

The **Operators** section provides the list of current operators using PADMS. Each name is a link, and when selected, will navigate to that particular operator's page. This is the link used when an operator would like to add or edit data.

E.g. If an Anschutz user logs in and selects "Anschutz" from the operator list, this user will be able to edit data. If an Anschutz user logs in and selects "Newfield" from the operator list, this user will only be able to view Newfield's data.

Reports, Downloads, & Interactive Maps Section 2.

Frequently Used Reports: Canned Reports

The reports component is comprised of "canned" and "ad-hoc" reports. **Canned Reports** is a report that has the criteria pre-selected so that when the link is selected, the report runs automatically with minimal additional information required.

Reports, Downloads & Interactive Maps:

Frequently used reports:





- [Presence of Noxious Weeds](#)
- [Presence of Undesirable Species](#)
- [Seeding Method Used](#)
- [Archived Locations](#)

- [Ad-Hoc](#)

- [All Data](#)

Canned Reports

Downloads:

-  [Export as .shp - current data](#)
-  [Export as .shp - all data](#)
-  [Export as .xls](#)
-  [Export as .pdf](#)

- **Presence of Noxious Weeds** displays the type of noxious weeds present per location: select **Presence of Noxious Weeds** link from the *Frequently Used Reports* section to retrieve this report
- **Presence of Undesirable Species** displays the types of undesirable species present per location: select **Presence of Undesirable Species** link from the *Frequently Used Reports* section to retrieve this report
- **Seeding Method Used** displays the type of seeding method used per location: select the **Seeding Method Used** link from the *Frequently Used Reports* section, and
 - refine the report as necessary by specifying an operator, location type, and/or seeding method
 - select the display format
 - use **Sort By** and **Ordered** fields to sort the report
 - select the **Run Report** button to produce the report
 - Select the **Reset Form** button to display the *Ad-Hoc Report* selection page with more selection criteria
- **Archived Locations** displays all the the locations that have been archived: select the **Archived Locations** link from the *Frequently Used Reports* section to retrieve this report
- **All Data Report** displays all the the operators and the data they've entered: select the **All Data** link from the *Frequently Used Reports* section to retrieve this report

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Frequently Used Reports: Ad-Hoc Report

The Ad-Hoc report allows the user to select specific criteria to query in the application. Ad-Hoc reports provide much more criteria to select and query from as opposed to the canned reports.

- Select the **Ad-Hoc** link from the *Frequently Used Reports* section
- Refine the report results by selecting specific criteria
 - **Report Title** to name the report
 - **Scope** includes a specific operator and/or location type
 - **Spatial Reports** refines locations with specific spatial data, e.g. Search for locations only having disturbances with no reclamation
 - **Status Reports** refines locations with specific status report data, e.g. locations with a specific status or has no qualitative data
 - **Output Modes** default is *On-screen list*, but may be sorted using the **Sort By** and **Ordered** fields
 - **Noxious or Undesirable Weed Species** will display locations that have the specified weed(s) present
 - **Seeding Method** specifies a particular seeding method
 - **Pre-ROD** specifies locations that were established before the ROD was created
 - **Federal Surface Site** shows either federal surface sites or non-federal surface sites
- Select **Run Report** to produce the report
- Select **Reset Form** to display the *Ad-Hoc Reports* selection page again

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Report Main Menu

After a report is run, the main menu bar at the top of the page changes and allows the user more options. The options available in the *Report Main Menu* are as follows:

- **Home** directs the user back to the *PADMS Entry Page*
- **Reporting** directs the user to the *Ad-Hoc* selection page
- **Species List** displays a complete list of the species entered into the application
- **Ecological Site Description** displays a complete list of Ecological Site Descriptions (ESD) entered into the application
- **Modify Search** displays a map containing all the locations in the report's results list
 - *NOTE: this option only appears when not looking at the results on a map*
- **Regular Report** displays the report's results in a table format
 - *NOTE: this option only appears when not looking at the results in the table format*
- **Export As** allows the report to be exported in the following formats

- **PDF** outputs the displayed report in this format
- **XLS** outputs the displayed report in this format
- **SHP** zips the spatial data for all locations listed in the report's results list
- **CSV** outputs the displayed report in a comma-separate file

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Downloads

Downloads found on the [PADMS Entry Page](#) contain every operator in the PADMS application and the data they've entered.

- **Export as .shp - current data** contains only the most recent spatial data entered into the system
- **Export as .shp - all data** contains all of the spatial data that has been uploaded into the system, and this includes all archived data as well
- **Export as .xls** has two tabs, and *All Data* contains only the most recent information entered into the system for all operators. The *Qualitative* tab contains all qualitative data entered into the system for all operators, and this includes archived data as well
- **Export as .pdf** presents the *All Data* report in a PDF file
- **Empty Spatial & Data Templates** contains the LPI, Frequency, Qualitative, and spatial templates used for batch uploads, and the revised date indicates when the data forms were last updated

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PADMS Map Section 3.

The **PADMS map** displays the PAPO boundary, disturbance and reclamation areas, reference points, PLSS, Private Land, and Non-Federal Public land layers .

By default all layers are turned off; checking the box to the left of the layer name will allow the layer to display in the map. The user can also select a specific operator or location type along with the spatial layer. Once all criteria have been selected, click the **Refresh Map** button to display the new criteria.

The **Printable Map** button captures the map with the selected criteria displayed and allows the user to print the map. On the print page, the map is displayed along with a map legend below it which indicates what criteria is displayed. The user can zoom in and out on the map before printing.

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Map Controls

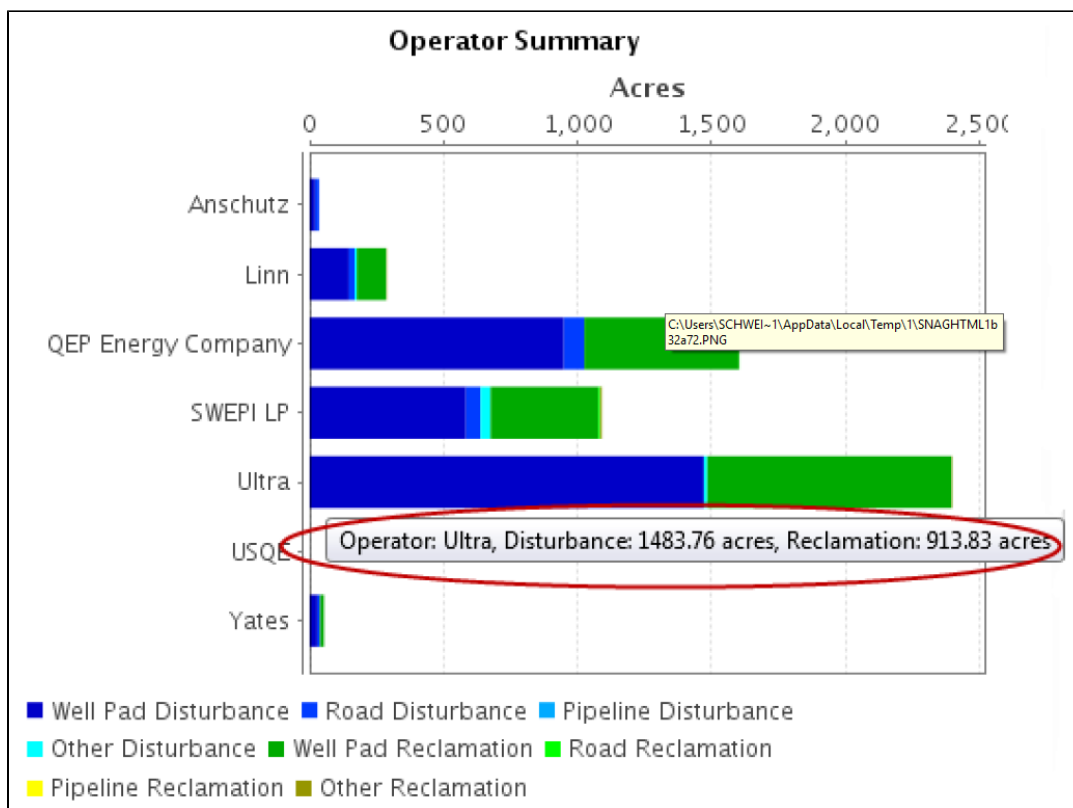
- Zoom in/out by using the vertical gray sliding bar in the upper left corner of the map
- Change the background by selecting Map, Aerial, or Terrain from the upper right corner of the map
- Pan the area by clicking the left mouse button and dragging
- For additional information about a spatial feature, select a specific disturbance or reclamation area, or reference point by zooming in then clicking on the polygon. This will cause a pop-up box to appear with more information regarding the specific spatial feature.

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Operator Summary Chart Section 4.

The **Operator Summary Chart** displays the amount of different types of surface disturbance and reclamation each operator has reported. The user can place the mouse pointer over a blue / green bar which will allow a small pop-up box to appear with the actual amount of acreage for both surface disturbance and reclamation for that particular operator.

The reclamation progress bar includes areas in all reclamation categories, from "Site Stabilized" to "Final Reclamation Achieved." In PADMS, the term "reclamation" indicates that reclamation has begun for an area, but reclamation processes are not yet complete.



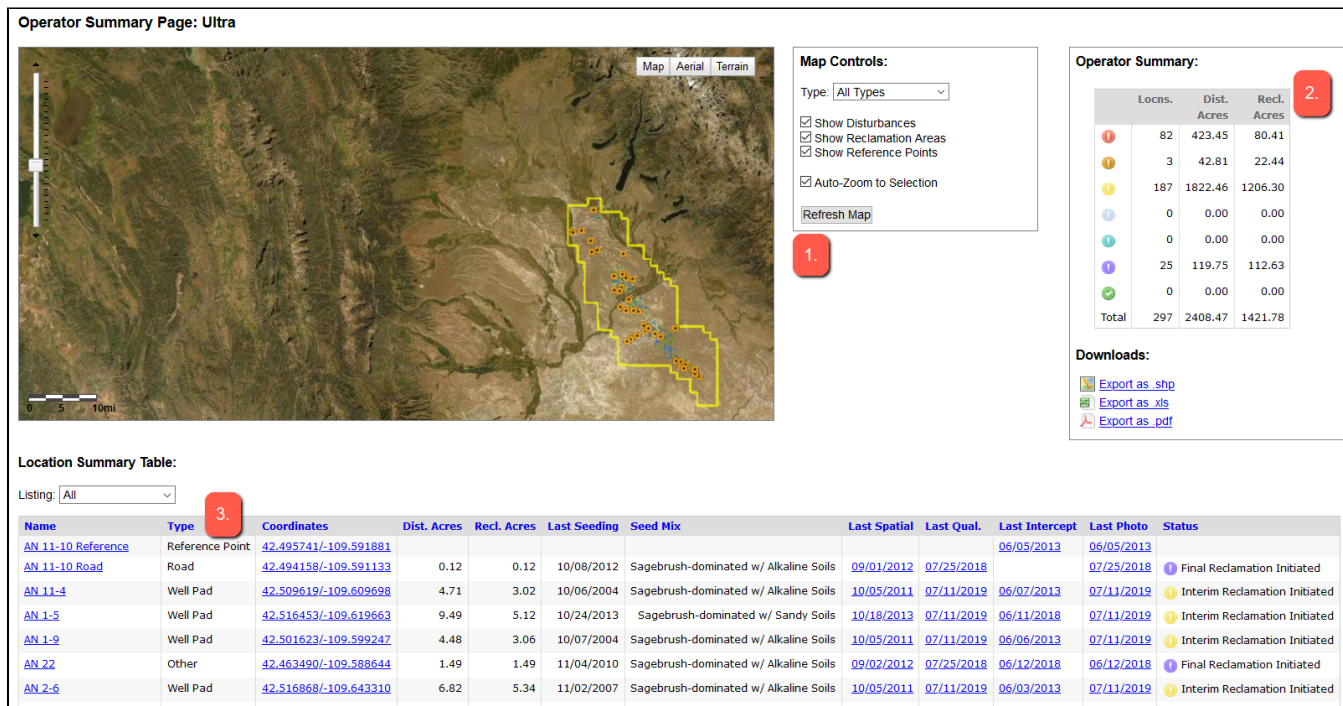
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Operator Summary Page

From the [PADMS Entry Page](#), select an operator from the **Operators** list to navigate to the *Operator Summary Page*.

The *Operator Summary Page* displays uploaded data specific to the operator selected from the *Operator* section on the *Entry Page*. This page provides a more detailed view of the operator's activities and status of uploaded locations.

The following figure is the *Operator Summary Page*. The following sections describe each of the primary three components.



Operator Map Section 1.

The **Operator Map** functions the same as the map found on the [PADMS Entry Page](#). However, the spatial data displayed on the *Operator Map* is specific to the operator, and the layers can be turned on or off by selecting the **check box** in the **Map Controls** box.

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Operator Summary Box Section 2.

The **Operator Summary** section exhibits a chart that quantifies the number of locations that have a specific status (e.g. Interim Reclamation Full Development) and cumulatively the amount of disturbed and reclaimed acres of these statuses.

The Operator Summary **Downloads** section is similar to Downloads on the [PADMS Entry Page](#). However, the Operator Summary Downloads section only contains information pertaining to the specific operator selected.

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Location Summary Table Section 3.

The **Location Summary Table** displays the most recent date the data was collected for each location. The user can navigate to a specific location's page by clicking on a location's name. By clicking on a collection date, the user will be directed to the specific report.

E.g. If the user selects the date in the "Last Spatial" column for Antelope 11-10, the user will be directed to the spatial report for that date and location.

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Specify the types of Locations to View

The **Listing** drop down menu, located above the *Location Summary Table*, allows the user to specify the types of locations to view. If an operator has a large number of locations, selecting a specific type of location can significantly reduce the features listed in the table and provide a more manageable list to view.












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Editing a Location

The **Location Edit Tools** are found at the end of each row. The edit tools do not appear if you are not the operator for these locations.

- **Pencil** icon allows the user to edit the name and location type. The location types include well pad, road, pipeline, reference point, and other
- **"X"** icon allows the user to delete a location
 - **NOTE:** the "X" only appears if there is no data uploaded for the specific location
- **Folder** icon allows the user to archive a location
 - **NOTE:** the folder icon only appears if the data has been uploaded to the specific location

Location Summary Table:

Listing:	Name	Coordinates	Dist. Acres	Recl. Acres	Last Seeding	Seed Mix	Last Spatial	Last Qual.	Last Intercept	Last Photo	Status	Location edit tools
All	Well Pads											
BR 10-32	Roads	42.627632/-109.759551	6.59	3.24	10/23/2010	Loamy Soil	08/20/2014	07/10/2014		07/10/2014	Interim Reclamation Initiated	
BR 10-32	Pipelines	42.609520/-109.762487	4.59	3.39	10/23/2010	Loamy Soil	06/10/2013	07/10/2014	05/27/2013	07/10/2014	Interim Reclamation Initiated	 
BR 10-32	Reference Points	42.609751/-109.740485	5.82		08/13/2013	Loamy Soil	09/22/2007	07/10/2014		07/10/2014	Interim Reclamation Initiated	 
BR 10-32	Others	42.608505/-109.741389	7.91	3.48	08/13/2013	Loamy Soil	08/25/2014	09/07/2014		09/08/2014	Interim Reclamation Initiated	 
BR 10-33	Well Pads	42.609604/-109.722291	11.40	10.69	10/23/2010	Loamy Soil	09/03/2013	07/10/2014		07/10/2014	Interim Reclamation Initiated	 
BR 10-33 Simops	Well Pads	42.610949/-109.723872	3.93				08/26/2014				Reclamation Not Initiated	 

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Changing the Ownership of a Pad

When a pad has changed ownership, the current operator of the pad needs to initiate the change.

- Select the *location*, which will open the **Location Entry Page**
- In the *Location Status* box, select the **pencil** icon in the upper right corner

Location Entry Page: BR 10-30 (Ultra)

Navigation:

- Summary
- Status Reports
- Spatial Reports
- Photographs
- Documents
- BLM Comments
- Linked Reference Points

BR 10-30

- BR 10-31
- BR 10-32
- BR 10-32 SIMOPS

Downloads:

- Export as .shp
- Export as .xls

Location Status:

Type: Well Pad

Status: ● Interim Reclamation Initiated

Is Area Fenced: Not Answered

Is a Pre-ROD Pad: Not answered

Is a Federal Surface Site: Not answered

Mat Pad: No

Years of Reclamation: 3 years

Latest Seeding: [10/23/2010](#) (Loamy Soil)

Latest Qualitative Report: [07/19/2014](#)

Latest Spatial Report: [08/20/2014](#)

Disturbed Acreage: 6.59 acres

Reclamation: 3.24 acres

Most Recent Documents:

No documents for this location.

- Check the **Change Operator Owner** box
- Choose the new operator from the **Change operator to** drop down list
- Click **Save**
- After the change is saved, the following message will appear. From here, the user can select the **Back to Operator** button to return to the *Operator Summary Page*

Transfer Location Anadarko Compressor Station

Your request to transfer **Anadarko Compressor Station** from operator **EnCana** to operator **Anadarko** has been submitted. Email has been sent to the BLM Manager.

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Operator Main Menu

From the [PADMS Entry Page](#), select an operator to navigate to the *Operator Summary Page*.

The main menu across the top of the *Operator Summary Page* contains all of the necessary links to navigate the site and perform data entry activities. From this menu the user can:

- Navigate to the *PADMS Entry Page* by selecting **Home**
- Navigate to the reports page by selecting **Reporting**
- View the complete species list by selecting **Species List**
- View the list of ESDs by selecting **Ecological Site Description**
- Add a new location by selecting **New Location**
- Batch upload spatial data by selecting **Upload Spatial Reports**
- Batch upload photographs by selecting **Upload Photographs**
- Batch upload qualitative and quantitative data by selecting **Upload Status Reports**
- Search for a location using the **Search Locations** box

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Search Locations

The **Search Locations** box eases the search process by auto-populating a list of locations based on what the user begins to type.

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Location Entry Page

From the [PADMS Entry Page](#), select an operator to navigate to the *Operator Summary Page*. Then Select the *name* of a location in the **Location Summary Table**.

The **Location Entry Page** is a detailed view of the activities of a specific location. This page displays the polygon, photographs, documents, qualitative, and quantitative data that have been uploaded into the application.

This page allows the user to enter data in one record at a time as opposed to a batch upload. This is advantageous in the event data was erroneously entered for one or two specific fields of a report. Instead of performing a batch upload to replace all data the user selects the location with the incorrect data and fixes the specific fields.

Location Entry Page: AN 11-10 Reference (Ultra)

Navigation: 1. Summary, Status Reports, Photographs, Documents, BLM Comments. AN 11-10 Reference, AN 11-10 Road, AN 11-4, AN 1-5.

Downloads: Export as .xls

Location Status: 2. Type: Reference Point. Ecological Site Description: Loamy (Ly) 7 - 9" GR & GDB - Mixed Grass/Big Sagebrush. Lat/lon: 42.495741/-109.591881. Approved by BLM: No. Is Area Fenced: No. Is a Pre-ROD Pad: No. Is a Federal Surface Site: Yes. Mat Pad: No. Years of Reclamation: Not yet in Reclamation. Latest Frequency Report: 06/05/2013. Latest Intercept Report: 06/05/2013.

Most Recent Status Report: 3. Collection Date: 06/05/2013. Observer: R DOWNE. Recorder: R DOWNE. Data Source: North Wind Resource Consulting. Transect Number: 1 of 1.

ALTE (Allium textile A. Nelson & J.F. Macbr. - textile option)

Quadrat1: 0	Quadrat11: 0	Quadrat21: 0	Quadrat31: 0	Quadrat41: 0
Quadrat2: 0	Quadrat12: 0	Quadrat22: 0	Quadrat32: 0	Quadrat42: 0
Quadrat3: 0	Quadrat13: 0	Quadrat23: 0	Quadrat33: 0	Quadrat43: 0
Quadrat4: 0	Quadrat14: 0	Quadrat24: 0	Quadrat34: 0	Quadrat44: 0
Quadrat5: 0	Quadrat15: 0	Quadrat25: 0	Quadrat35: 0	Quadrat45: 0
Quadrat6: 0	Quadrat16: 0	Quadrat26: 0	Quadrat36: 0	Quadrat46: 0
Quadrat7: 0	Quadrat17: 0	Quadrat27: 0	Quadrat37: 0	Quadrat47: 0
Quadrat8: 0	Quadrat18: 0	Quadrat28: 0	Quadrat38: 0	Quadrat48: 0
Quadrat9: 0	Quadrat19: 0	Quadrat29: 0	Quadrat39: 0	Quadrat49: 0
Quadrat10: 0	Quadrat20: 0	Quadrat30: 0	Quadrat40: 0	Quadrat50: 0

Percentage of Surveyed Quadrats with Species Present: 0.00

Map: 4. Aerial map showing the location with a red dot and labels for Highway (Federal) and AN 11-10 Reference. A scale bar indicates 0 to 5000 feet.

Most Recent Documents: 5. No documents for this location.

Most Recent Photographs: 6. Five photographs showing the location from different angles: North, South, West, East, and Close-up. All photos are dated 06/05/2013.

BLM Comments: 7. None for this location.

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Navigation Section 1.

The **Navigation** box provides links to all the different activities performed on a pad and allows you to easily advance to the next or the previous location.

- **Summary:** Directs the user to the Location Entry Page
- **Status Reports:** Navigates to the page that houses uploaded quantitative and qualitative data
- **Spatial Reports:** Navigates to the page that houses uploaded spatial data
 - *NOTE: the example above does not have spatial reports, so it does not appear in the list*
- **Photographs:** Directs to the page that houses uploaded photographs
- **Linked Reference Points:** Directs to the page that lists all of the reference points that are linked to a specific transect of the location
 - *NOTE: the example above does not have linked reference points, so it does not appear in the list*
- **Downloads:** *Export as .shp* contains all spatial data ever uploaded for the specific location, and *Export as .xls* contains all LPI, Frequency, and Qualitative data ever uploaded for the specific location.
 - *NOTE: the example above does not have an option to download as .shp, so it does not appear in the list*

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Location Status Section 2.

On the *Location Entry Page*, the **Location Status** box displays the location type, status, latest spatial report, and the amount of disturbed acres. The location name and type can be deleted and edited by using the "X" and "Pencil" icons found in the upper right corner of the box respectively. The status can be changed by selecting the status text link.

Location Entry Page: BR 10-31 (Ultra)

Navigation:



- Summary
- Status Reports
- Spatial Reports
- Photographs
- Documents
- BLM Comments
- Linked Reference Points

BR 10-30
BR 10-31
BR 10-32
BR 10-32 SIMOPS
BR 10-33


Downloads:

- Export as .shp
- Export as .xls

Location Status:

Type: Well Pad

Status:  [Interim Reclamation Initiated](#)

Is Area Fenced: Not Answered

Is a Pre-ROD Pad: Not answered

Is a Federal Surface Site: Not answered

Mat Pad: No

Years of Reclamation: 3 years

Latest Seeding: [10/23/2010](#) (Loamy Soil)

Latest Qualitative Report: [07/10/2014](#)

Latest Frequency Report: [05/28/2013](#)

Latest Intercept Report: [05/27/2013](#)

Latest Spatial Report: [06/10/2013](#)

Disturbed Acreage: 4.59 acres

Reclamation: 3.39 acres

Edit using the pencil icon or archive using the folder icon



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Most Recent Status Reports Area Section 3.


This area of the *Location Entry Page* displays the most recent status report. If Line-point Intercept, Frequency, and Qualitative forms all have the same collection date and it's the most current date then the last form that was entered or uploaded into the application will be displayed in this area.

When no status reports have been entered for a site the following text will appear in place of the **Most Recent Status Report** box:

Location Status:

Type: Well Pad

Status:  C:\Users\SCHWEI~1\AppData\Local\Temp\1\SNAGHTML92e793.PNG

Is Area Fenced: Yes, 2014

Is a Pre-ROD Pad: No

Is a Federal Surface Site: Yes

Mat Pad: No

Years of Reclamation: Not yet in Reclamation

This location has no status reports. Perhaps you would like to [add one](#)?

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Location Map Section 4.

The map displayed on the *Location Entry Page* presents the spatial data that has been uploaded for the specified site.

- **Green** polygons represent reclamation acreage
- **Blue** polygons represent disturbed acreage

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Most Recent Documents Section 5.

The **Most Recent Documents** area displays the most current documents that have been uploaded for the location. Select the **blue link** to the right of the document title to view the document. If there are no documents for the location, this section will say "*No documents for this location*".

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Most Recent Photographs Area Section 6.

The **Most Recent Photographs** area displays the most current photo collection that has been uploaded for the location. Each individual picture has edit tools in the upper left corner, which allows the user to delete or edit individual pictures.

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BLM Comments Section 7.

The **BLM Comments** section displays comments that only BLM managers may enter per location. These comments are used to provide more detailed information on the location.

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Adding and Editing a Location

From the **PADMS Entry Page** select an operator from the **Operators** list, which will navigate to the *Operator Summary Page*.

Adding a new location

There are two different links that can be used to add a new location to the application.

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Link 1

- From the *Operator Summary Page* select the **New Location** link in the gray main menu bar

The screenshot shows the 'Operator Summary Page: Ultra'. The main menu bar at the top includes links: Home, Reporting, Species List, Ecological Site Description List, **New Location** (circled in red), Upload Spatial Reports, Upload Photographs, Upload Status Reports, and Search Locations. The page content is divided into three main sections:

- Map:** A satellite map showing a river and surrounding land. It includes a scale bar and a north arrow.
- Map Controls:** A panel with a dropdown menu set to 'All Types'. It contains checkboxes for 'Show Disturbances', 'Show Reclamation Areas', 'Show Reference Points', and 'Auto-Zoom to Selection'. A 'Refresh Map' button is at the bottom.
- Operator Summary:** A table with columns: Locns., Dist. Acres, and Recl. Acres. It lists data for various locations and a total row.

Operator Summary Table:

	Locns.	Dist. Acres	Recl. Acres
1	14	161.34	6.68
2	0	0.00	0.00
3	154	1312.46	857.77
4	0	0.00	0.00
5	0	0.00	0.00
6	13	77.06	77.06
7	0	0.00	0.00
Total	181	1550.86	941.50

Downloads:

- [Export as shp](#)
- [Export as xls](#)
- [Export as pdf](#)

- Enter the name of the location and select the location type from the drop down menu
 - NOTE:** if **Mat Pad** is checked, seeding date fields are not required in the qualitative reports. If **Pre-Rod Pad** and **Federal Surface Site** are both checked as **Yes** then the disturbance and reclamation acreage are not counted in the operator summaries.
- Select **Create** to save the location, or select **Cancel** to terminate the "add new location" process
 - NOTE:** A location entered as a *Reference Point* will populate the **Linked Reference Point** field for the *Frequency* and *Line-point Intercept* data entry page

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Link 2

- From the *Operator Summary Page* select **Upload Spatial Reports**. This link is used to batch upload spatial data, and detailed instructions for uploading a batch is in the [Batch Uploads](#) section.
- Select a file to upload, and the system will "read" the data. If there are locations that do *NOT* exist in the application but are found in the uploaded file, the user will be able to create locations.

Upload Spatial Reports for Operator Ultra

Add locations if they don't already exist Yes ☒ No ☐

Allow new reclamation areas to be smaller than the corresponding previous spatial report's reclamation area Yes ☐ No ☒

Map Aerial Terrain

Status	Name	FeatType	CollDate	DistType
Ok	YP 72-13	Well Pad	12/31/2011	disturbance

0 150 300ft












Save Cancel

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Editing a Location

Editing a location is done from the *Operator Summary Page*. From the [PADMS Entry Page](#), select an operator from the *Operators* list to navigate to the *Operator Summary Page*.

The **Location Edit Tools** are found at the end of each row in the *Location Summary Table*.

Name	Type	Coordinates	Dist. Acres	Recl. Acres	Last Seeding	Seed Mix	Last Spatial	Last Qual.	Last Intercept	Last Photo	Status	Location edit tools
BR 5-19	Well Pad	42.644063/-109.769231	4.25	2.88	11/09/2007	Other	08/25/2014	07/15/2014		07/15/2014	Interim Reclamation Initiated	 
BR 5-19 Simops	Well Pad										Reclamation Not Initiated	 
BR 5-30	Well Pad	42.628845/-109.770759	4.87	2.88	01/01/2007	Loamy Soil	08/23/2014	07/15/2014		07/15/2014	Interim Reclamation Initiated	 
BR 5-30 Simops	Well Pad	42.629515/-109.769313	8.81	6.95	01/01/2007	Loamy Soil	08/25/2014	09/07/2014		09/08/2014	Interim Reclamation Initiated	 
BR 6-18	Well Pad	42.658091/-109.766445	11.01	8.48	10/26/2010	Sagebrush-dominated w/ Sandy Soils	02/27/2013	07/15/2014	06/04/2013	07/15/2014	Interim Reclamation Initiated	 
BR 6-29 SIMOPS	Well Pad	42.629531/-109.748163	17.04		08/13/2013	Loamy Soil	08/25/2014	08/13/2013		08/13/2013	Reclamation Not Initiated	

- Use the "X" to delete a location
- Use the **pencil** icon to edit the location
- Use the **folder** icon to archive the location
- Select **Save** to keep any changes made to the location, or select **cancel** to stop the edit process

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Reference Points

Every location must have a reference point associated with it. The user creates a *Reference Point* the same way as any other location type; please see [Adding a New Location](#). Following are the differences between Reference Points and other location types:

- Qualitative Status Reports are *NOT* uploaded or used for Reference Points

- Because *Reference Location* is a required field in the Frequency and Line-point Intercept status reports, a *Reference Point* must exist in the application before it can be entered into these data forms. If the Reference Point does not exist in the application, an error will be displayed to the user indicating the Reference Point doesn't exist.
- When using the *batch upload* feature to upload Frequency and Line-point Intercept data for a Reference Point, the user must enter the name of the Reference Point in both the Site Name and the Reference Location fields.
- Reference Points have no spatial data associated with them. The user only needs to enter the latitude and longitude coordinates for the point.
- Reference Points appear as orange circles on the map
- Reference Points have an *Ecological Site Description (ESD)* associated with them. The ESD determines how many sample points must be taken in the Frequency data form for forbs and shrubs.

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Uploading, Editing, and Deleting Individual Spatial Reports

There are two places from which *Spatial Reports* can be accessed.

- From the **PADMS Entry Page** the user selects an operator from the **Operators** list to navigate to the *Operator Summary Page*. Select the **Date** in any of the *Status Reports* fields for the particular location.
- From the **PADMS Entry Page**, select an operator to navigate to the *Operator Summary Page*. Select the **name** of the location to navigate to the *Location Entry Page*. Select **Status Reports** from the *Navigation* box on the left side of the screen.

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Spatial Reports

All spatial reports that have been uploaded into the application for the specified location will appear in the box with the heading "*Spatial Reports*". The report that is highlighted in **red** will appear on the right side of the screen.

If a spatial report doesn't yet exist for a location, in place of the Spatial Reports Box there will be text indicating no spatial reports exist and provides a links for the user to add one.

Location Entry Page: BR 14-34 (Ultra)

Navigation:

- Summary
- Status Reports
- Spatial Reports**
- Photographs
- Documents
- BLM Comments
- Linked Reference Points

Downloads:

- Export as .shp
- Export as .xls

Spatial Reports:

Date Collected	Dist.	Recl.	Acres	Acres
09/04/2013	13.08	10.83		
09/22/2005	12.87			

Red highlighted report appears on the right

Printable Map

- **Green** polygons represent reclamation acreage
- **Blue** polygons represent disturbed acreage
- Select the **magnifying glass** to view a different status report
- Select the red "X" to delete a spatial report
- Select the **pencil** to edit a spatial report
- The **lock** indicates a manager, such as a user with the BLM, has entered the spatial report and is not editable by operators

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Uploading an Individual Spatial Report

From the **PADMS Entry Page**, select an operator to navigate to the *Operator Summary Page*. Select the **Name** of a location in the *Location Summary Table*.

Spatial Data Rules

Following is a list of rules for uploading spatial polygons into the application.

- Polygons for the same operator can only overlap one another by 5% or less

- Polygons for two different operators can overlap with no maximum percentage; however, the most current polygon will appear as the top layer and the owner of this polygon's acreage summaries will be affected accordingly
 - **NOTE:** If the most current polygon's pad is archived, the application will default to the next current polygon and this operator's acreage summaries will be affected without warning.
- A reclamation polygon must be within the disturbance polygon boundary. The allowance for the reclamation polygon being no more than 3 meters outside of the disturbance polygon
- No self-intersecting polygons are allowed
- A reclamation polygon can be uploaded without the disturbance polygon provided that a disturbance polygon has been uploaded into the application previously. If a reclamation polygon is uploaded without a disturbance polygon, the most recent disturbance polygon will be used in conjunction with the newly uploaded reclamation polygon.
- If the reclamation polygon being uploaded is smaller than the previous reclamation polygon the user will be asked to verify this is correct before the polygon will be uploaded and saved into the application.
- For a successful spatial upload, the spatial zip file must contain the following files:
 - SHP
 - PRJ
 - SHX
 - DBF

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Uploading Spatial Data - First Upload Method

There are two ways to upload spatial data from the *Location Summary Table*.

Location Entry Page: Second Pad (Anschutz)

Navigation:

- Summary
- Status Reports
- Spatial Reports
- Photographs
- Linked Reference Points
- BLM Ref. Point
- Ref Point 1
- Ref Point 2
- Second Pad
- Test Pad
- Test Pad X
- Test ReferencePoint X

Downloads:

- Microsoft Excel

Location Status:

Type: Well Pad

Status: [Interim Reclamation Full Development](#)

Latest Seeding: [05/04/2011](#) (Loamy Soils)

Latest Qualitative Report: [07/01/2011](#)

Latest Frequency Report: [05/01/2009](#)

Latest Intercept Report: [04/15/2011](#)

Most Recent Status Report:

Entered By: ELM

Collection Date: 07/01/2011

Data Source: testy

Years of Reclamation: Years 2-3

Seeding Date: 05/04/2011

Seed Mix: Loamy Soils

Seeding Method: Broadcast

Topsoil Storage: None

Months of Topsoil Storage: Unknown

Has Soil Been Amended? Yes

Date of Soil Amendment: 07/01/2011

Qualitative:

No Spatial Data For Location

[Add a Spatial Report](#)

Most Recent Photographs: [\(Add Photograph\)](#)

<p>Close-up</p> <p>01/01/2001</p>	<p>East</p> <p>01/01/2001</p>
<p>North</p>	<p>Other</p>

- If spatial data hasn't been entered for the location, the user can select the **Add a Spatial Report** link found in the right corner of the *Location Entry Page*.
- Browse and select the zip file for upload
 - **NOTE:** once **Submit** is selected it may take a few moments for the application to upload the data and verify that it contains no errors
- If there are multiple SHP files included in the zip file the user will need to select which SHP needs to be uploaded into the system
- Once the file has been read into the application, the user must then enter a **Collection Date** and select whether a polygon represents a disturbance or reclamation. . If the new reclamation polygon is known to be smaller than the previous reclamation polygon, select **Yes** to the corresponding question to allow the polygon to be uploaded without issue.
- Select **Save**, or select **cancel** to stop the process, or **go back** to the list of SHP files to pick a different one

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Uploading Spatial Data - Second Upload Method

From the *Location Entry Page*, select the **Add Spatial Report** link from the gray main menu bar and follow steps listed above, starting at "Browse and select the zip file for upload"

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Editing and Deleting an Individual Spatial Report

From the [PADMS Entry Page](#), select an operator from the **Operators** list to navigate to the **Operators** list to navigate to the *Operator Summary Page*. The user can navigate to an individual spatial report for a specific location by one of two links.

Name	Type	Coordinates	Dist. Acres	Recl. Acres	Last Seeding	Seed Mix	Last Spatial
Antelope 11-10 2	Well Pad	42.494756/-109.592462	6.13				06/20/2011
Antelope 11-4	Well Pad	42.509647/-109.609699	4.37	3.03			06/25/2010
Antelope 14-4	Well Pad	42.505434/-109.609125	7.90	6.01		1	06/30/2011
Antelope 2-6	Well Pad	42.516861/-109.643344	6.85	5.24			06/30/2011

Figure 46: Location Summary Table found at the bottom of the Operator Summary Page

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Link 1

From the *Operator Summary Page*, the user can select the date for a specific location from the **Last Spatial Report** field. This will bring the user directly to the *Spatial Reports* page and display the most recent spatial data uploaded into the application. There are editing tools at the end of each row of reports in the **Spatial Reports** box.

- Select the "X" to delete the selected spatial record
- Select the **pencil** icon to upload an edited spatial record

Navigation:

- [Summary](#)
- [Status Reports](#)
- [Spatial Reports](#)
- [Photographs](#)
- [Linked Reference Points](#)



Antelope 11-10


- [Antelope 11-4](#)
- [Antelope 14-4](#)
- [Antelope 2-6](#)

Downloads:

- [ESRI Shapefile](#)
- [Microsoft Excel](#)

Spatial Reports:

Date Collected	Dist. Acres	Recl. Acres	
06/20/2011	6.13		 



[Printable Map](#)

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Link 2

From the *Operator Summary Page*, the user can select the name of the location from the **Location Summary Table**. This will bring the user to the *Location Entry Page* and from here the user will need to select the **Spatial Reports** link in the Navigation box on the left side of the screen. This link will direct the user to the *Spatial Reports* page pictured under instructions for Link 1. The user can use the delete or edit tools found to the right of each spatial record.

Location Entry Page: BR 10-33 Simops (Ultra)

Navigation:

- [Summary](#)
- [Status Reports](#)
- [Spatial Reports](#)
- [Photographs](#)
- [Documents](#)
- [BLM Comments](#)
- [Linked Reference Points](#)
- [BR 10-32](#)
- [BR 10-32 SIMOPS](#)
- [BR 10-33](#)
- BR 10-33 Simops**
- [BR 11-18](#)
- [BR 12-33 SIMOPS](#)
- [BR 14-31](#)

Location Status:

Type:	Well Pad
Status:	Reclamation Not Initiated
Is Area Fenced:	Yes, 2014
Is a Pre-ROD Pad:	No
Is a Federal Surface Site:	Yes
Mat Pad:	No
Years of Reclamation:	Not yet in Reclamation
Latest Spatial Report:	08/26/2014
Disturbed Acreage:	3.93 acres

This location has no status reports. Perhaps you would like to [add one](#)?

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Edit Spatial Report

The **pencil** icon is used to upload an edited version of the spatial report. Once the pencil icon is selected, the user will be presented with an upload screen.

Edit With Uploading

- **Browse** for the spatial report
- **select** the submit button

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Edit Without Uploading

- Select the **Edit Without Uploading** button
- Edit the spatial report: the collection date, reclamation polygon, and disturbance polygon can be changed
- Select **Save** to keep the changes
- Select **Cancel** to stop the process

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Delete Spatial Report

The red **"X"** is used to delete an individual spatial report. Once the **"X"** is selected, the user will be asked to *confirm the deletion*. The user can then select **Yes** to complete the delete process or **No** to cancel the delete process.

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Uploading, Editing, and Deleting Individual Photographs

From the [PADMS Entry Page](#), select an operator from the **Operators** list to navigate to the *Operator Summary Page*. Select the name of the location to navigate to the *Location Entry Page*.

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Uploading Photographs

From the *Location Entry Page*, the user can use three different links to upload individual photo collection.

Location Entry Page: BR 10-33 Simops (Ultra)

Navigation:

- Summary
- Status Reports
- Spatial Reports
- Photographs**
- Documents
- BLM Comments
- Linked Reference Points

Location Status:

Type: Well Pad
 Status: Reclamation Not Initiated
 Is Area Fenced: Yes, 2014
 Is a Pre-ROD Pad: No
 Is a Federal Surface Site: Yes
 Mat Pad: No
 Years of Reclamation: Not yet in Reclamation
 Latest Spatial Report: 08/28/2014
 Disturbed Acreage: 3.93 acres

This location has no status reports. Perhaps you would like to [add one?](#)

Map: BR 10-33 (Scale: 0 to 300ft)

Most Recent Documents:
 No documents for this location.

Most Recent Photographs:
 No photographs for this location. [\(Add Photograph\)](#)

BLM Comments:
 None for this location

Downloads:

- Export as .shp
- Export as .xls

Figure 52: Upload photograph navigation

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Link 1 and 2

These two links take the user to the *Add Photograph* page for the specific location.

- Enter the required data into the **Add Photograph** form
 - NOTE:** Collection Date, Direction, and Image are required and accepted image formats are JPG, GIF, and PNG
- Use the **Browse** button to search your computer for a photo to upload
- Select **Save** to complete the **Add Photograph** process or select **Cancel** to stop the process
- Once the photograph is uploaded, the user will be returned to the *Location Entry Page*. If the uploaded photo is the most recent, it will appear in the **Most Recent Photographs** area on the *Location Entry Page*.

If more photographs need to be uploaded, select the **Add Photograph** link in the upper right corner of the **Most Recent Photographs** box. By selecting the **Photographs** link on the *Location Entry Page*, the user can view all the photo records that have been uploaded for the location.

Location Entry Page: BR 10-30 (Ultra)

Navigation:

- Summary
- Status Reports
- Spatial Reports
- Photographs**
- Documents
- BLM Comments
- Linked Reference Points

Location Status:

Type: Well Pad
 Status: Interim Reclamation Initiated
 Is Area Fenced: Not Answered
 Is a Pre-ROD Pad: Not answered
 Is a Federal Surface Site: Not answered
 Mat Pad: No
 Years of Reclamation: 3 years
 Latest Seeding: 10/23/2010 (Loamy Soil)
 Latest Qualitative Report: 07/19/2014
 Latest Spatial Report: 08/23/2014
 Disturbed Acreage: 6.69 acres
 Reclamation: 3.24 acres

Map: BR 10-30 Simops (Scale: 0 to 0.2mi)

Most Recent Documents:
 No documents for this location.

Most Recent Photographs:
[\(Add Photograph\)](#)

Most Recent Status Report:

Collection Date:	07/10/2014
Data Source:	Aster Canyon
Seeding Date:	10/23/2010
Seed Mix:	Loamy Soil
Seeding Method:	Drill
Topsoil Storage:	Stockpile (< 3ft)
Months of Topsoil Storage:	Unknown

Photographs:

- Close-up: 07/10/2014
- North: 07/10/2014
- East: 07/10/2014

Photos are grouped in 30 day intervals by *Collection Date*. The most recent photo record is highlighted **red** in the *Photograph Groups* area and the photos are also displayed on the right. The user can select the **magnifying glass** icon next to other records to view the photos in the *Selected Photographs* area.

Photograph Groups:

	Start	End	Photos
	01/01/2001	01/01/2001	8
	03/03/2000	03/03/2000	3
	03/03/1999	03/31/1999	5

Selected Photographs:

(Add Photograph)

Close-up

01/01/2001

East

01/01/2001

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Link 3

If the location has no photos, selecting **link 3** will bring the user to a page inviting the user to **add one**. When selected, the page will direct to the *Add Photograph* page.

Location Entry Page: ANT_2-6 (SWEPI LP)

Navigation:

- [Summary](#)
- [Status Reports](#)
- [Spatial Reports](#)
- [Photographs](#)
- [Linked Reference Points](#)

This location has no photographs. Perhaps you would like to **add one?**

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Editing and Deleting Uploaded Photographs

Start from the [PADMS Entry Page](#) and select an operator from the **Operators** list to navigate to the *Operator Summary Page*. Select the name of the location to navigate to the *Location Entry Page*.

The most current photos can be edited and deleted from the *Location Entry Page*. To edit or delete older photos, the user must select the **Photographs** link from the *Navigation* box located on the left side of the page.

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Edit and Delete Most Recent Photographs

From the *Location Entry Page*, use the icons found in the upper left corner of each photo to edit / delete a photo.

- Select **"X"** to delete the selected photo
- Select the **pencil** to edit the photo information such as direction, collection date, etc...
- Select the **window** icon to look at the photograph in a separate window, which allows the user to compare photos in a larger window side by side

Location Entry Page: BR 10-30 (Ultra)

Navigation:

- Summary
- Status Reports
- Spatial Reports
- Photographs**
- Documents
- BLM Comments
- Linked Reference Points

BR 10-30

- BR 10-31
- BR 10-32
- BR 10-32 SIMOPS

Downloads:

- Export as .shp
- Export as .xls

Location Status:

Type: Well Pad

Status: [Interim Reclamation Initiated](#)

Is Area Fenced: Not Answered

Is a Pre-ROD Pad: Not Answered

Is a Federal Surface Site: Not Answered

Mat Pad: No

Years of Reclamation: 3 years

Latest Seeding: [10/23/2019](#) (Loamy Soil)

Latest Qualitative Report: [07/19/2014](#)

Latest Spatial Report: [08/29/2014](#)

Disturbed Acreage: 6.59 acres

Reclamation: 3.24 acres

Most Recent Status Report:

Collection Date: 07/10/2014

Data Source: Aster Canyon

Seeding Date: 10/23/2010

Seed Mix: Loamy Soil

Seeding Method: Drill

Topsoil Storage: Stockpile (< 3ft)

Months of Topsoil Storage: Unknown

[Printable Map](#)

Most Recent Documents:

No documents for this location.

Most Recent Photographs: [\(Add Photograph\)](#)

Close-up

North

East

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Edit and Delete Older Photographs

To edit any photo regardless of collection date select the **Photographs** link from the *Navigation* box located on the left side of the *Location Entry Page*.

Photos are grouped into collections based on the collection date entered, and edit tools can be found in the upper left corner of each photo. If more photos need to be added, the blue **Add Photograph** link is found in the upper right corner of the *Selected Photographs* box.

Location Entry Page: BR 10-30 (Ultra)

Navigation:

- Summary
- Status Reports
- Spatial Reports
- Photographs**
- Documents
- BLM Comments
- Linked Reference Points

BR 10-30

- BR 10-31
- BR 10-32
- BR 10-32 SIMOPS

Downloads:

- Export as .shp
- Export as .xls

Photograph Groups:

Start	End	Photos
07/10/2014	07/10/2014	5
08/13/2013	08/13/2013	5

Edit tools

This location has two collection of photographs. There are 5 photos in each collection.

Selected Photographs: [\(Add Photograph\)](#)

West

Close-up

North

East

South

Users can edit photos one at a time by selecting the **pencil** icon in the upper left corner of each photo.

- Once the **pencil** icon is selected, the edit screen will appear
- On the edit screen the user can change all of the fields except location
- Once the changes have been made, select **Update** to save the changes or select **Cancel** to stop the edit process

Users can only delete photos one at a time by selecting the red **"X"** found in the left corner of each photo.

- Once the **"X"** is selected, the user will be asked to verify that they want to delete the selected photo
- The user can then select **"Yes"** to complete the delete process or **"No"** to cancel the delete process

Users can compare photographs side by side in a separate window.

- Select the **window** icon above each photo to display them in separate pop-up boxes
 - NOTE:** There is no limit to the number of photos that can be compared using the pop-up boxes

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Uploading, Editing, and Deleting Individual Status Reports

From the **PADMS Entry Page** select an operator from the **Operators** list, which will navigate to the *Operator Summary Page*. Select the name of the location to navigate to the *Location Entry Page*. Select the **Status Report** link found in the *Navigation* box on the left side of the screen.

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Status Reports

Please see the [Data Dictionaries](#) section of the manual which provides the definitions for each field contained within the data forms.

From the *Location Entry Page*, the **Status Reports** link is found in the *Navigation* box on the left side of the screen. This link directs the user to the page that houses all of the status reports that have been uploaded into the system. There are two different Status Reports a user must enter for each location, and one optional Status Report:

- Qualitative (*required*)
- Line-point Intercept (*required*)
- Frequency (*optional*)

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Status Report Box

All status reports that have been uploaded into the application will appear in the box with the heading "*Status Reports*". The report that is highlighted in red will appear on the right side of the screen. If a status report doesn't yet exist for a location, in place of the *Status Reports Box*, there will be text indicating no status reports exist and provides a links for the user to add one.

Location Entry Page: Second Pad (Anschutz)

Navigation:

- Summary
- Status Reports
- Spatial Reports
- Photographs
- Linked Reference Points
- BLM Ref. Point
- Ref Point 1
- Ref Point 2
- Second Pad
- Test Pad
- Test Pad X
- Test
- ReferencePoint X

Downloads:

- Microsoft Excel

Status Reports:

Date Collected	Type			
01/01/2011	Qualitative	X	✎	🔍
06/01/2009	Qualitative	X	✎	🔍

Red highlighted report appears on the right.

Selected Status Report:

Entered By BLM

Collection Date: 06/01/2009

Data Source: testy

Years of Reclamation: Years 4-5

Seeding Date: 05/01/2009

Seed Mix: Cover Crops

Seeding Method: Broadcast

Topsoil Storage: Direct Haul

Months of Topsoil Storage: Unknown

Has Soil Been Amended? No

Qualitative:

Is seed germination apparent? Yes

Is the area free of undesirable materials (trash, construction materials, liquids, etc)? Yes

Is the soil stable with no indications of subsidence, slumping and/or significant erosion? Yes

Are other undesirable species absent? Yes

Is there evidence of good reproductive capability? Yes

Are noxious or undesirable weeds absent? No

- Avena fatua L. (wild oat - AVFA)
- Cardaria Desv. (whiteweed - CARDA2)
- Bromus tectorum L. (cheatgrass - BRTE)
- Cardaria draba (L.) Desv. (whiteweed - CADR)

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Status Report Edit Tools

Edit tools are found in the top right corner of the *Selected Status Report*.

- Select the **magnifying glass** icon to view a different status report
- Select the **"X"** to delete a status report
- Select the **pencil** to edit a status report
- The **lock** indicates a manager (such as a user with the BLM) has entered the status report and it is not editable by operators

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Entering, Editing, and Deleting Status Reports

From the [PADMS Entry Page](#), select an operator from the **Operators** list to navigate to the *Operator Summary Page*. Select the name of a location to navigate to the *Location Entry Page*.

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Entering a New Status Report

There are two different links that can be used to enter a status report.

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Link 1

From the *Location Entry Page* select the **Add Status Report** from the gray main menu bar across the top of the page.

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Link 2

From the *Location Entry Page*, if no status reports have been entered for the location, the user can select the blue **add one** link. This link is found in the middle column, below the Location Status box

Location Entry Page: MS 15-27 (Ultra)

Navigation:

- [Summary](#)
- [Status Reports](#)
- [Spatial Reports](#)
- [Photographs](#)
- [Documents](#)
- [BLM Comments](#)
- [Linked Reference Points](#)

- ↑ [MS 1-28](#)
- ↑ [MS 1-33](#)
- ↑ [MS 1-33 SIMOPS](#)
- MS 15-27**
- ↓ [MS 15-35](#)
- ↓ [MS 16-22](#)
- ↓ [MS 16-28](#)

Location Status:

Type: Well Pad

Status: [Reclamation Not Initiated](#)

Is Area Fenced: Not Answered

Is a Pre-ROD Pad: Not answered

Is a Federal Surface Site: Not answered

Mat Pad: No

Years of Reclamation: Not yet in Reclamation

Latest Spatial Report: [08/12/2012](#)

Disturbed Acreage: 15.85 acres

This location has no status reports. Perhaps you would like to [add one?](#)

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Selecting a Status Report to Upload

There are three different status reports the user can upload.

- Navigate to the *Status Reports Data Entry* page by clicking on the blue **add one** link or **Add Status Report** in the main menu
- Select the **status report** from the *Status Report Type* field: Frequency, Intercept, or Qualitative

The data fields and instructions will change depending on the Status Report that has been chosen. The default status report is always *Frequency*. When the user changes the *Status Report Type*, a confirmation message will appear to confirm the change.

- Select **OK** to complete the change, or select **Cancel** to stop the process

If any required fields are left blank or the wrong data format is entered, a **red** error box will appear indicating the errors that have been encountered with the submission of a *Status Report*.

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Linked Reference Point

Both the *Frequency* and the *Line-point Intercept* status reports have a **Linked Reference Point** field selected from a drop down menu. This menu is generated from the locations that have been added to the application with the *Location Type* selection being a *Reference Point*.

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Entering a New Frequency Report

Required fields are indicated by a red **asterisk (*)** where data must be entered to continue. To add more than one *Frequency Report* to a location, the **Collection Date** and **Transect Number** must be different. E.g. Location CAB-31 can have multiple Frequency Reports uploaded if there are no duplicate Collection Dates. If there are multiple Frequency Reports with the same Collection Date, then the *Transect Numbers* must be different.

Status Report Type:

Location:

Linked Reference Point: *

Collection Date: *

Observer: *

Recorder: *

Data Source: *

Transect Number: *

* designates required fields

Use the Add Species and Delete Selected links to add/remove species rows. For each species row, click on the quadrat boxes to add/edit whether the species was found in that quadrat (enter 0 for absence and 1 for presence).

[Add Species](#) [Delete Selected](#)

Species	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36

- Select the **Select a Species** pop up box to select the species by activating the drop down menu and using the down arrow to the right of the field and scrolling with a mouse
 - *NOTE:* species can also be selected by typing in the **species name** and the species list will auto-populate based on what the user types in this field
- If the species is not already in the list, select the **Add Species** link to add species that have been encountered along the transect
 - *NOTE:* a species can only be entered one time on the Frequency Report
- Once the species is selected, click **OK**
- The species will now appear in the *Species* table where the user can then indicate with **1**'s (present) and **0**'s (not present) whether the species was present or absent for each sample point
 - *NOTE:* for the application to save data, another cell must be selected. E.g. If the user enters a '1' in the 50th quadrat and this is the last cell to be filled in the user needs to select **ANY** cell in the form before selecting the **Create** button.
 - To delete a species from the form, the user needs to click on the **species** so that the row is *highlighted in blue* then select the blue **Delete Selected** link

Recorder: *

Data Source: *

Transect Number: *

* designates required fields

Use the Add Species and Delete Selected links to add or remove species (0 for absence and 1 for presence).

[Add Species](#) [Delete Selected](#)

Select a species

- Achillea L. (yarrow - ACHIL)
- Achillea L. (yarrow - ACHIL)
- Achillea millefolium L. (common yarrow - ACMI2)
- Achillea millefolium L. var. alpicola (Rydb.) Garrett (common yarrow - ACMIA)
- Achillea millefolium L. var. occidentalis DC. (western yarrow - ACMIO)

Species	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

Selecting the Add Species link will activate a species pop up box.

Create Cancel

- After entering the data for the species, the user can either add more species if necessary or select the Create button to save the Frequency Report
 - NOTE:* if the user hasn't entered the minimum amount of quadrats for the species, an error will appear indicating how many quadrats must have data entered for each species. The minimum number of quadrats is based on the *Ecological Site Description* that is associated with the reference point selected in the *Linked Reference Point* field.
- Once the report has been successfully created, the application will direct the user to the *Status Reports* page within the *Location Entry Page*

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Entering a New Line-Point Intercept Report

There are many rules for entering data into the Top Canopy, Lower Canopy Layers, and Soil Surface fields. Please carefully read all bullet points to ensure the data is entered correctly.


- Verify **Top Canopy** and **Soil Surface** fields have data entered.
- Verify that all species codes are valid. Check the USGS Plant Database at <http://plants.usda.gov/java>
- Verify there are NO duplicate species found in the **Top Canopy** and **Lower Canopy Layers** fields.
- Verify the codes **L** and **WL** are only found in the **Lower Canopy Layers** fields
- Verify the codes **R**, **BR**, **LC**, **S**, **EL**, and **D** are only found in the **Soil Surface** field
- Verify that **NONE** is only found in the **Top Canopy** field
- Verify that points **1 – 50** and **51 – 100** appear in rows **15 – 64**.
 - NOTE:* if they do not, the data form is corrupted and new form will need to be filled out and uploaded.

Following the above rules, the steps to enter a *New Line-Point Intercept Report* are as follows:

- Data must be entered for all required fields marked with a **red asterisk**
 - NOTE:* To add more than one Line-point Intercept Report to a location, the *Collection Date* and *Transect Number* must be different. E.g. Location CAB-31 can have multiple Line-point Intercept Reports uploaded if there are no duplicate Collection Dates. If there are multiple Line-point Intercept Reports with the same *Collection Date*, then the *Transect Numbers* must be different.

Status Report Type

Location:

Linked Reference Point: * 

BLM Ref. Point
BLM Ref. Point
BLM Ref. Point
Ref Point 1
Ref Point 2

Collection Date: *

Observer: *

Recorder: *

Data Source: *

Transect Number: *

Direction: *

Notes:

* designates required fields

Click on the pencil icon next to the desired text box to select values for the various point data items. Alternately you may type the codes in, and the codes will be checked for validity upon submit they fail to validate they will be cleared on the input form.

Lower Canopy Layers						Lower Canopy Layers					
Point	Top Canopy *	Code1	Code2	Code3	Soil Surface *	Point	Top Canopy *	Code1	Code2	Code3	Soil Surface *
1	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	51	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
2	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	52	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
3	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	53	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
4	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	54	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
5	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	55	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
6	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	56	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
7	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	57	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

- Use the **pencil** icon to add species that have been encountered along the transect
 - NOTE:** In all of the species selection pop up boxes, the user can either select the species by activating the drop down menu using the down arrow to the right of the field or start typing in the species name. The species list will auto-populate based on what the user types in this field.
 - Top Canopy** field must be filled out with either a species code or the word "None". None indicates there is no top canopy.
 - Selecting the **pencil** icon in the top canopy field will activate the *Upper Canopy Selection* pop up box.
 - The user can select a **species** from the drop down menu or select the **NONE** button to fill in the top canopy field.
 - Lower Canopy Layers** field allows up to 3 species codes to be entered for this layer. Duplicate species codes among the *Lower Canopy Layers* and the *Top Canopy* is NOT allowed.
 - Selecting the **pencil** icon in the lower canopy fields will activate the *Lower Canopy Selection* pop up box.
 - The user can select from the **Species** field or the **Layer** field. If a species is selected from the Species field, the user must select the **Add Species** button to add the species to the form.
 - The Layer field contains codes specific to the *Lower Canopy Layers* fields. If a code is selected from this field, the user must select the **Add Layer** button to add the code to the form.
 - Soil Surface** field can contain a species code or a code specific to the soil surface. A species code entered in the *Top Canopy* or the *Lower Canopy Layers* fields are allowed to be entered in the *Soil Surface* field. In this case *duplicate species codes are permitted*.
 - Selecting the **pencil** icon in the *Soil Surface* fields will activate the *Soil Surface Selection* pop up box.
 - The user can select from the **Species** field or the **Soil Surface** field.
 - If a species is selected from the Species field, the user must select the **Add Species** button to add the species to the form. The *Soil Surface* field contains codes specific to the *Soil Surface* field.
 - If a code is selected from this field, the user must select the **Add Soil Surface** button to add the code to the form.
- After all data has been entered, select the **Save** button to save the data or select the **Cancel** button to stop the process
 - NOTE:** All 100 points must contain data or an error will display, and the fields that need correcting will be highlighted in **red**

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Entering a New Qualitative Report

- Data must be entered for all required fields marked with a **red asterisk (*)**
- In the gray *Qualitative Fields* box select the **down arrow** icon and choose **Yes** or **No** from the drop down menu
 - NOTE:** If **No** is selected the user will be presented with a comment box. However, selecting **NO** for "Are noxious or undesirable weeds absent?" a drop down box will request that undesirable weeds be identified.
- Once all fields have been entered select the **Create** button to save the data or select the **Cancel** button to stop the process

Status Report Type: *	Qualitative	Date Seeded: *	
		(MM/DD/YYYY)	
Location:	Mesa 3-19	Seed Mix: *	
Collection Date: *		Seeding Method: *	
(MM/DD/YYYY)			
Observer:		Topsoil Storage: *	
Additional Observer:		Months of Topsoil Storage: *	
Data Source: *		Has Soil Been Amended? *	
Year of Reclamation: *			
General Comments:			

Qualitative Fields

Is seed germination apparent? *	
Is the area free of undesirable materials (trash, construction materials, liquids, etc)? *	
Is the soil stable with no indications of subsidence, slumping and/or significant erosion? *	
Is there evidence of good reproductive capability? *	
Are noxious or undesirable weeds absent? *	

* designates required fields

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Editing and Deleting an Existing Status Report

From the [PADMS Entry Page](#) select an operator from the **Operators** list to navigate to the *Operator Summary Page*. Select the **date** in any of the Status Reports fields for the particular location. Or, from the *PADMS Entry Page* select an operator from the **Operators** list to navigate to the *Operator Summary Page*. Select the **Name** of the location to navigate to the *Location Entry Page*. Then select **Status Reports** from the Navigation box on the left side of the screen.

To edit or delete an existing Status Report, the user can use the edit tools found to the right at the end of each row. The record does not need to be highlighted in red in order to edit.

- Select the **magnifying glass** icon to view a different status report
- Select the **"X"** to delete a status report
 - Select **Yes** to confirm deletion of the record or select **No** to cancel the delete process
- Select the **pencil** to edit a status report
 - the user may edit the form as necessary and select the **Save** button to save the changes or select **Cancel** to undo changes
- The **lock** indicates a manager, such as a BLM user, has entered the status report and cannot be edited by operators

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Batch Uploads

From the [PADMS Entry Page](#), select an operator from the **Operators** list to navigate to the *Operator Summary Page*.

Spatial Data Batch Uploads

Spatial Data Batch Upload Rules

- Polygons for the same operator can only overlap one another by 5% or less
- Polygons for two different operators can overlap with no maximum percentage; however, the most current polygon will appear as the top layer and the owner of this polygon's acreage summaries will be affected accordingly
 - *NOTE:* If the most current polygon's pad is archived, the application will default to the next current polygon and this operator's acreage summaries will be affected without warning.
- A reclamation polygon must be within the disturbance polygon boundary. The allowance for the reclamation polygon being no more than 3 meters outside of the disturbance polygon
- No self-intersecting polygons are allowed
- A reclamation polygon can be uploaded without the disturbance polygon provided that a disturbance polygon has been uploaded into the application previously. If a reclamation polygon is uploaded without a disturbance polygon, the most recent disturbance polygon will be used in conjunction with the newly uploaded reclamation polygon.

- If the reclamation polygon being uploaded is smaller than the previous reclamation polygon the user will be asked to verify this is correct before the polygon will be uploaded and saved into the application.
- When performing a batch upload a list of all polygons with errors will be displayed on the screen. At this point the user will have the option to upload all polygons without errors into the system and fix the remaining polygons before attempting to upload them again OR the user can cancel the process without uploading any polygons. The user can fix the polygons with errors and attempt to upload all polygons again
- The location name in the shapefile must match the location name in the application.
 - E.g.: If the location in the application is named ANT 2-6, the location name in the shapefile also **MUST** be named ANT 2-6. Be sure to include the space between the "T" and "2".
- For a successful spatial upload, the spatial zip file must contain the following files:
 - SHP
 - PRJ
 - SHX
 - DBF

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Uploading Batch Spatial Files

- Select the **Upload Spatial Reports** link in the gray main menu at the top of the page
- Use the **Browse** button to search your computer for a *zipped spatial file* to upload
- Select the **Submit** button after the zip file has been selected
- If zip file contains multiple SHP files, select the **SHP file** to be uploaded and select the **Submit** button
 - *NOTE:* The zip file can contain multiple SHP files
- A page will display the locations that are contained within the selected SHP. The *Status* column found at the beginning of the table indicates whether errors or warnings associated with the location exist. If there are no errors the status is listed as OK.
 - If the location *doesn't yet exist* in the application, select **Yes** to the *Add locations if they don't already exist* question found at the top of the screen. This will create the new location and upload the corresponding shapefile(s)
- All records in a shapefile must have a status of **Warning** or **OK** before the **Save** button will appear below the shapefile display. Once all locations have a status of Warning- or OK, select the **Save** button
- After the upload has completed successfully, the user will be brought to the *Operator Summary Page*. Above the map will be a **blue box** indicating the upload was successful

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Photograph Batch Uploads

Photograph Naming Convention

Ensure the photos are named as <feature name>_<direction as N, S, E, W, Close-up>

Direction choices are:

- **N** = North
- **S** = South
- **E** = East
- **W** = West
- **O** = Other
- **Close-up**

E.g.: North facing picture of CAB 1-25 would be named **CAB_1-25_N**

NOTE: Do NOT leave any spaces in the photograph name, use an underscore (_) for spaces in a name. There is no naming convention for the name of the zip file.

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Uploading Batch Photograph Files

Start from the [PADMS Entry Page](#) and select an operator from the **Operators** list to navigate to the *Operator Summary Page*.

- Select the **Upload Photographs** link in the gray main menu at the top of the page
- Use the **Browse** button to search your computer for a zipped photo file to upload
- Select the **Submit** button
- A page will display that lists the photos that are contained within the zip file. If there are any errors found with a photo, it will be indicated in the *Status* column
 - *NOTE:* Collection Date is required. If there are any photos with errors, only the **Cancel** button is displayed at the bottom of the page. All errors must be fixed before an upload can successfully complete. Image formats accepted are:
 - JPG
 - GIF
 - PNG
- Once all errors have been fixed and all photos have a status of OK, enter the **Collection Date** and select the **Save button**
- After the photos are uploaded successfully, the user will be brought to the *Operator Summary Page*. A **blue box** will appear above the map indicating the upload was successful.

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Downloading Data Forms

Start at the [PADMS Entry Page](#).

- The user must be logged into the PADMS application
- Select the **Status Report Files** (xls) found in the *Reports, Downloads & Interactive Maps* section under the Downloads heading
- This link will direct the user to the **PADMS Data Templates**. The user can select the data form to download by clicking on the **data form name**



- Once the name of the data form has been selected, a gray pop-up box appears that allows the user to choose between saving or opening the file

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Frequency Batch Upload

Frequency File Naming Convention

It is recommended that each *Frequency* data form be named according to what has been entered into the *Site Name* field within the data form. E.g: The text in the Site Name field is ANT 2-6; name the frequency form ANT_2-6.xls

NOTE: Do *NOT* leave any spaces in the file name, use an underscore (_) for spaces in a name. There is no naming convention for the name of the zip file.

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Uploading Batch Frequency Files

Start from the [PADMS Entry Page](#) and select an operator from the **Operators** list to navigate to the *Operator Summary Page*.

- Select the **Upload Status Reports** link in the gray main menu at the top of the page
- Use the **Browse** button to the right of the *Frequency Status Reports* (zip file) file upload box to search your computer for a **zipped LPI file** to upload
- Select the **Submit Frequency Reports** button
- Once the zip file has been successfully uploaded, the user will be brought back to the *Upload Status Reports* page and a **blue box** will appear indicating the upload was successful

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Line-point Intercept Batch Upload

Line-point Intercept File Naming Convention

It is recommended that each *Line-point Intercept* data form be named according to what has been entered into the *Site field* within the data form. E.g: The text in the Site field is ANT 2-6; name the frequency form ANT_2-6.xls

NOTE: Do *NOT* leave any spaces in the file name, use an underscore (_) for spaces in a name. There is no naming convention for the name of the zip file.

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Uploading Batch Line-point Intercept Files

Start from the [PADMS Entry Page](#) and select an operator from the **Operators** list to navigate to the *Operator Summary Page*.

- Select the **Upload Status Reports** link in the gray main menu at the top of the page
- Use the **Browse** button to the right of the *LPI Status Reports (zip file)* file upload box to search your computer for a zipped **Line-point Intercept file** to upload
- Select the **Submit Intercept Reports** button
- Once the zip file has been successfully uploaded, the user will be brought back to the *Upload Status Reports* page and a **blue box** will appear indicating the upload was successful

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Qualitative Batch Upload

Qualitative File Naming Convention

It is recommended that each *Qualitative* data form be named according to what has been entered into the *Site Name* field within the data form. E.G: The text in the Site Name field is ANT 2-6; name the frequency form ANT_2-6.xls

NOTE: Do *NOT* leave any spaces in the file name, use an underscore (_) for spaces in a name. There is no naming convention for the name of the zip file.

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Uploading Batch Qualitative Files

Start from the [PADMS Entry Page](#) and select an operator from the **Operators** list to navigate to the *Operator Summary Page*.

- Select the **Upload Status Reports** link in the gray main menu at the top of the page
- Use the **Browse** button to the right of the *Qualitative Status Workbook* file upload box to search your computer for an **Excel Qualitative file** to upload
- Select the **Submit Qualitative Reports** button
- Once the zip file has been successfully uploaded, the user will be brought back to the *Upload Status Reports* page and a **blue box** will appear indicating the upload was successful

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Batch Upload Error Messages and Guidelines

Errors and Messages Encountered on the Frequency Form

All error messages will have the file name that the error is found in at the end of the message.

NOTE: If the location is a reference point, enter the reference point name in BOTH the **Site** and **Reference Location** field EXACTLY as it is entered into the application. Any data entered for the quadrats that come after column AY will be dropped from the batch upload and *WILL NOT* be entered into the application.

"Files must be a zip file"

- Verify the file being uploaded is a zip file

"Site Name not found at row: <row #>"

- Verify that there is data in the **Site Name** field in the data form
- Verify that the **Site Name** exists in the *Location Summary Table*; if not use the **Add New Location** feature to add it
- Verify that the **Site Name** is spelled exactly as it appears in the application
 - Make sure spaces are in the appropriate places
 - Make sure periods (.) are used when appropriate. E.g. If the correct name is ANT 2-6 then there **MUST** be a space between ANT and 2.

Edit the location name in the application by selecting the pencil icon located to the right, at the end of the row in the *Location Summary Table*. Make sure there isn't a space at the end of the location name.

"Collection Date not found at row: <row #>"

Multiple Line-point Intercept status reports can be uploaded for the same location on the same date as long as the transect number is different. The definition of a duplicate Line-Point Intercept form is when the **Site Name**, **Collection Date**, and **Transect #** are the same between 2 or more status reports.

- Verify that there are no duplicate Line-point Intercept forms within the zip file being uploaded
 - This error appears when the **Site Name**, **Collection Date**, and **Transect #** are the exact same for 2 or more forms.
E.g. **LPI1** and **LPI2** both have the following data entered:
Site Name = ANT-24
Collection Date = 06/30/2011
Transect # = N12
 - Because of this data being the same in two different files, a duplicate collection date error was displayed for the **LPI2** file.

- *NOTE:* If there are multiple forms within the same zip file that are duplicates, the batch upload feature will accept the first file it encounters and will display the duplicate collection date for all subsequent duplicate forms.
- Verify that the **Site Name**, **Collection Date**, and **Transect #** are correct. If an error is found correct it. If no correction is necessary and the information in the 3 fields are correct then delete one of the duplicate forms
- Verify that there are no other Line-Point Intercept status reports entered into the application for the location listed in the **Site Name** field of the form that also have the same data entered in the **Site Name**, **Collection Date**, and **Transect #** fields
 - When the duplicates are found in the application and in the zip file, the user must delete one the status report from the application or delete the form from the zip file

“Observer not found at row: <row #>”

- Verify that there is data in the **Observer** field in the data form

“Transect Number not found at row: <row #>”

- Verify that there is data in the **Transect Number** field in the data form

“Data Source not found at row: <row #>”

- Verify that there is data in the **Data Source** field in the data form

“Recorder not found at row: <row #>”

- Verify that there is data in the **Recorder** field in the data form

“Reference Location not found at row: <row #>”

- Verify that there is data in the **Reference Location** field in the data form
- Verify that the name entered in the Reference Location is spelled exactly as it appears in the application
 - Make sure spaces are in the appropriate places
 - Make sure periods (.) are used when appropriate. E.g. If the correct name is ANT 2-6 then there MUST be a space between ANT and 2.
- Edit the location name in the application by selecting the **pencil** icon located to the right, at the end of the row in the *Location Summary Table*. Make sure there isn't a space at the end of the location name.

“Operator not found at row: <row #>”

- Verify that there is data in the **Operator** field in the data form
- Verify that the name is spelled correctly in the Operator field in the data form

“Duplicate species found at row: <row #>”

- Verify that there's only one entry for a species in the data form

“Minimum number of quadrats not met or invalid data at row: <row #>”

The Frequency data form has sample sizes based on the type of Ecological Site Description that is associated with the Reference Location entered in the data form. Please see Reference Points for more information.

- Verify that all necessary quadrats have data entered
- Verify that the quadrats only contain a 1 or 0 (zero)

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Errors and Messages Encountered on the Line-point Intercept Form

All error messages will have the file name that the error is found in at the end of the message.

NOTE: If the location is a reference point, enter the reference point name in BOTH the Site and Reference Location field EXACTLY as it is entered into the application.

“File must be a zip file”

- Verify that the file being uploaded is a zip file

“Operator not found at row: <row #>”

- Verify that there is data in the **Operator** field in the data form
- Verify that the name is spelled correctly in the **Operator** field in the data form

“Observer not found at row: <row #>”

- Verify that there is data in the **Observer** field in the data form

“Data Source not found at row: <row #>”

- Verify that there is data in the **Data Source** field in the data form

“Site not found at row: <row #>”

- Verify that there is data in the **Site field** in the data form
- Verify that the Site exists in the *Location Summary Table*; if not use the Add New Location feature to add it
- Verify that the Site is spelled exactly as it appears in the application
 - Make sure spaces are in the appropriate places
 - Make sure periods (.) are used when appropriate E.g. If the correct name is ANT 2-6 then there MUST be a space between ANT and 2.
 - Edit the location name in the application by selecting the pencil icon located to the right, at the end of the row in the Location Summary Table. Make sure there isn't a space at the end of the location name.

"Transect Number not found at row: <row #>"

- Verify that there is data in the **Transect #** field in the data form

"Recorder not found at row: <row #>"

- Verify that there is data in the **Recorder** field in the data form

"Reference Location invalid at row: <row #>" or **"Reference Location <reference location entered in the file> invalid at row: <row #>"**

- Verify that there is data in the **Reference Location** field in the data form
- Verify that the name entered in the **Reference Location** is spelled exactly as it appears in the application
 - Make sure spaces are in the appropriate places
 - Make sure periods (.) are used when appropriate E.g. If the correct name is ANT 2-6 then there MUST be a space between ANT and 2.
 - Edit the location name in the application by selecting the pencil icon located to the right, at the end of the row in the Location Summary Table. Make sure there isn't a space at the end of the location name.

"Direction invalid at row: <row #>"

- Verify that there is data in the **Direction** field in the data form
- Verify that the data entered in the **Direction** field is numeric between 0 – 359. NO alpha characters are accepted in this field

"Collection Date not found at row: <row #>"

- Verify that there is a date entered in the **Collection Date** field in the data form

"Duplicate Collection Date <day, date, and time>"

Multiple Line-point Intercept status reports can be uploaded for the same location on the same date as long as the transect number is different. The definition of a duplicate Line-Point Intercept form is when the Site Name, Collection Date, and Transect # are the same between 2 or more status reports.

- Verify that there are no duplicate Line-point Intercept forms *within* the zip file being uploaded.
 - This error appears when the **Site Name**, **Collection Date**, and **Transect #** are the exact same for 2 or more forms. E.g. LPI1 and LPI2 both have the following data entered:
Site Name = ANT-24
Collection Date = 06/30/2011
Transect # = N12
 - Because of data being the same in two different files, a duplicate collection date error was displayed for the **LPI2** file.
 - **NOTE:** If there are multiple forms within the same zip file that are duplicates, the batch upload feature will accept the first file it encounters and will display the duplicate collection date for all subsequent duplicate forms.
- Verify that the **Site Name**, **Collection Date**, and **Transect #** are correct. If an error is found correct it. If no correction is necessary and the information in the 3 fields are correct then delete one of the duplicate forms.
- Verify that there are no other Line-Point Intercept status reports entered into the application for the location listed in the Site Name field of the form that also have the same data entered in the Site Name, Collection Date, and Transect # fields.
- When the duplicates are found in the application and in the zip file, the user must delete either the status report from the application or delete the form from the zip file.

"Invalid Species, duplicate species, or invalid Soil Surface found at row: <row #>"

There are many rules for entering data into the Top Canopy, Lower Canopy Layers, and Soil Surface fields. Please carefully read all bullet points to ensure the data is entered correctly.

- Verify that the **Top Canopy** and **Soil Surface** fields have data entered.
- Verify that all species codes are valid. Check the USGS Plant Database at <http://plants.usda.gov/java>
- Verify that there are *NO* duplicate species found in the Top Canopy and Lower Canopy Layers fields
- Verify that the codes L and WL are only found in the Lower Canopy Layers fields
- Verify that the codes R, BR, LC, S, EL, and D are only found in the Soil Surface field
- Verify that NONE is only found in the Top Canopy field
- Verify that points 1 – 50 and 51 – 100 appear in rows 15 – 64. If they do not, the data form is corrupted and new form will need to be filled out and uploaded.

Errors and Messages Encountered on the Qualitative Form

"The qualitative spreadsheet you are trying to upload has the wrong number of columns (it should have 26)."

- Download a new **Qualitative data form** from the *Entry Page*, this ensures the data form is the most up-to-date version
- Data should only go to column Z; verify there's no data in columns AA and beyond

"An Excel file (with the extensions .xls or .xlsx) must be selected"

- Verify that the file being uploaded is an .xls or .xlsx file

“Site <Site Name entered in the data form> is a Reference Point. Qualitative status is not allowed: <row #>”

- Verify that the name entered in the **Site Name** field is *NOT* a reference point by looking up the name in the *Location Summary Table*
- Check the **Type** field to make sure the location is *NOT* a reference point
 - If the location is a reference point, it must be deleted from the Qualitative data form.

“Missing Operator at row: <row #>”

- Verify that there is data in the **Operator** field in the data form

“Location name not found at row: <row #>”

- Verify that there is data in the **Site Name** field in the data form
- Verify that the **Site Name** exists in the *Location Summary Table*; if not use the **Add New Location** feature to add it
- Verify that the **Site Name** is spelled exactly as it appears in the application
 - Make sure spaces are in the appropriate places
 - Make sure periods (.) are used when appropriate E.g. If the correct name is ANT 2-6 then there *MUST* be a space between ANT and 2.
- Edit the location name in the application by selecting the **pencil** icon located to the right, at the end of the row in the *Location Summary Table*
- Make sure there isn't a space at the end of the location name

“Collection Date missing at row: <row #>”

- Verify that there is data in the **Collection Date** field in the data form

“Duplicate Collection Date at row: <row #>”

A Qualitative status report with the same date and transect number exists in the application for the specified location.

- Check the specified location in the *Location Summary Table* to verify that the date listed under the **Last Qual.** column is *NOT* the same as what is entered in the file
 - E.g. When uploading a qualitative data form, a “Duplicate Collection Date at row: 46” is received. The location name in row 46 is CAB 35-1. Go to the application and look up CAB 35-1 in the *Location Summary Table*. Once this location is found, check the **Last Qual.** column and see if the date listed is the same as the date listed in row 46. If it is, either the status report in the application should be deleted or the row in the data form should be deleted.

“Data Source missing at row: <row #>”

- Verify that there is data in the **Data Source** field in the data form

“Topsoil Storage record not found at row: <row #>”

- Verify that there is data in the **Topsoil Storage** field in the data form

“Months of topsoil storage is max of 3 digits at row: <row #>”

- The range for this field is 0 – 999
- Verify that the number entered in the **Months of Topsoil Storage** is within range

“Months of topsoil storage is missing at row: <row #>”

- Verify that there is data in the **Months of Topsoil Storage** field in the data form

“Months of topsoil storage is invalid at row: <row #>”

- Verify that only numeric data is entered in the **Months of Topsoil Storage** field in the data form

“Seeding Method is invalid at row: <row #>”

- Verify that there is data in the **Seeding Method** field in the data form

“If Seeding Method is Other, a Seeding Method Description must be entered at row: <row #>”

- Verify that **Seeding Method** (column H) contains “Other”
- If this is true verify there is data in the **Other Seeding Method** field in the data form

“Date Seeded must be less than Collection Date at row: <row #>”

- Verify that the **Collection Date** field contains data
- Verify that the date entered in the **Date Seeded** field is earlier / prior to the date entered in the *Collection Date* field in the data form

“Date Seeded not valid at row: <row #>”

- Verify that there is data in the **Date Seeded** field in the data form

“Seed Mix is invalid at row: <row #>”

- Verify that there is data in the **Seed Mix** field in the data form

“Soil Amendment missing at row: <row #>”

- Verify that there is data in the **Soil Amendment** field in the data form

“Amendment Date must be less than Collection Date at row: <row #>”

- Verify that the **Collection Date** field contains data
- Verify that the date entered in the **Date of Amendment Application** field is earlier / prior to the date entered in the *Collection Date* field in the data form

“Soil Amendment Date invalid at row: <row #>”

- Verify that the **Soil Amendment** (column L) contains “Yes”
- If this is true verify there is a date entered in the **Date of Amendment Application** field in the data form

“Missing Seed Germination Apparent data at row: <row #>”

- Verify that there is data in the **Is seed germination apparent** field in the data form

“Missing Area free of Undesirable Materials data at row: <row #>”

- Verify that there is data in the **Is the area free of undesirable materials...** field in the data form

“Invalid Soil Stable data at row: <row #>”

- Verify that there is data in the **Is the soil stable with no indications of subsidence...** field in the data form

“Missing noxious weed data at row: <row #>”

- Verify that there is data in the **Are noxious and undesirable weed absent** field in the data form
- Verify that the **Are noxious and undesirable weed absent** (column V) contains “No”
- If this is true verify the **comment** field (column W) contains at least one species symbols /codes

“Invalid Noxious Weeds List at row: <row #>”

- Verify that the data contained in **column W** is a species code
- Verify that the data contained in **column W** are separated by commas (,) if there are multiple species codes entered

“Missing Reproductive Capability data at row: <row #>”

- Verify that there is data in the **Is there evidence of good reproductive capability** field in the data form

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Data Dictionaries

Quantitative Data Dictionary – Frequency

Site Name – The name of the well pad, road, pipeline, equipment area, etc.

Collection Date – The date the data was collected

Quadrat Size – The size (within a frame) of a quadrat used to gather data (Should be ½*1 meter, as of May 2011)

Observer – The individual who observes or ‘calls-out’ the data

Transect # – The number of a transect for a site (e.g., 1 of 1, 1 of 3, etc.)

Data Source – The company/entity who provides the data (e.g., name of a contractor business PAPO, etc.)

Recorder – The individual who records/writes the observed/called-out data

Reference Location – The name of the reference location associated with a site

Operator – The name of the operator

Plant Species Symbol – The USDA Plants Database symbol for each species that occurs on a location

Numbered Columns (e.g., 1, 2, 3, etc.) – The quadrat number along a transect. A ‘0’ or ‘1’ is entered to indicate if a species is absent, or present, respectively, within a quadrat.

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Quantitative Data Dictionary – Line-point Intercept

Operator – The name of the operator

Observer – The individual who observes or ‘calls-out’ the data

Data Source – The company/entity who provides the data (e.g., name of a contractor business PAPO, etc.)

Site – The name of the well pad, road, pipeline, equipment area, etc.

Transect # – The number of a transect for a site (e.g., 1 of 1, 1 of 3, etc.)

Recorder – The individual who records/writes the observed/called-out data

Reference Location – The name of the reference location associated with a site

Direction – The direction of a transect (numeric value)

Collection Date – The date the data was collected

Top Canopy – The first species the pin flag intercepts, if none, record NONE*

Lower Canopy Layers (Code 1 – 3) – The 2nd, 3rd, and 4th species the pin flag intercepts, or herbaceous litter (L), woody litter (WL) (> 5 MM, ~ ¼”

diameter).*

Soil Surface – The last item (e.g., species, duff [D], rock fragment [R], etc.) the pin flag intercepts on the ground

*If a species is intercepted in the top canopy and a lower canopy, it is ONLY recorded in the top canopy. Similarly, if a species is intercepted in more than one of the lower canopy levels (i.e., code 1 – 3), it is only recorded in the first Code where it intercepts. In other words, if a species is intercepted more than once in the top canopy, and any of the three lower canopy layers, it is recorded only in the first layer it intercepts.

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Qualitative Data Dictionary

Operator – The name of the operator

Site Name – The name of the well pad, road, pipeline, equipment area, etc.

Collection Date – The date the data was collected

Observer – The individual who observes or 'calls-out' the data

Data Source – The company/entity who provides the data (e.g., name of a contractor business PAPO, etc.)

Topsoil Storage – Depth and/or method topsoil is stored (e.g., stockpile [> 3 feet], stockpile [< 3 feet], Direct Haul, etc.)

Months of Topsoil Storage – The number of months the topsoil was stored

Seeding Method – The method(s) used to seed a location. If more than one method report the other method(s) in the 'Other Seeding Method' column

Other Seeding Method – The method used if 'Other' is selected in the column 'Seeding Method'

Date Seeded – The last date a location was seeded

Seed Mix – The name of the seed mix used to reseed a location (e.g., Loamy Soil, Temporary reclamation, etc.)

Soil Amendment – Any addition to surface soils (e.g., nutrients, organic matter, etc.) immediately before or after seeding, or during seeding

Date of Amendment Application – The last date a soil amendment was added to the soil of a location. If amendments were added to the soil of a location on more than one date, report the additional dates in the 'Soil Amendment Comments' column

Soil Amendment Comments – Additional comments relevant to soil amendments, such as additional dates amendments were added, observations (e.g., weather following application, success, concerns, etc.) associated with an application

Is seed germination apparent? Seeds have germinated, seedlings are emerging

Is the area free of undesirable materials? Examples: trash, construction material, etc.

Is the soil stable with no indications of subsidence, slumping and/or significant erosion? Rills > 2 inches, accelerated erosion is obvious, and soils are not being held by plants on site, sheet flow, head cutting in drainages, slopes occurring on or adjacent to reclaimed areas

Are noxious or undesirable weeds absent?

Noxious Weeds – Federal, state, and county listed noxious weeds (e.g., perennial pepperweed, Canada thistle, black henbane, etc.)

Undesirable Weeds – Weeds listed as noxious by adjacent counties, or other undesirable species (e.g., common mullein [Teton County], cheatgrass, halogeton, etc.)

Is there evidence of good reproductive capability? Seed production is evident for all life forms (i.e., grasses, shrubs, and forbs). Amount of tillers, rhizomes, flowers, and/or seed stalks are comparable to the reference site.

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Examples of Completed Data Forms

Completed Frequency Data Form

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY																													
1	Frequency																																All calculations are done in the application after the data has been successfully uploaded.																General comments regarding the site.																														
2	USDA Plant Database: http://plants.usda.gov/java/																																																																														
3	Site Name *			Test Pad										Collection Date										7/4/2011										Quadrat Size = 1m x 1/2m										Observer *																					John Doe														
4	Transect Number *			Test Pad T-1										Data Source *										CSR-Inc										Recorder *										Jane Smith																																			
5	Reference Location *			Ref Point 2										Operator *										Anschutz										0 = Absent										1 = Present																					Comments														
6	Plant Species Symbol			Quadrats - Up to 50 quadrats required at 1 meter interval spacing																																																																											
7				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50																										
8	ANCH			1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	1	0	1	0	1	0	1	0	1	0	1	0	1	0																													
9	ANDRO4			0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	1	1	0	1	0	1	0	1	0	1	0																													
10	ANCY			1	1	1	1	1	0	0	0	0	0	1	1	1	1	1	0	0	0	0	1	1	1	1	1	1	0	0	0	0	1	1	1	1	1	0	0	0	0	1	1	1	1	1	0	0	0	0																													
11	MENTH			1	1	1	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	0	0	0	0	0	0	0	1																													

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Frequency Data Formats Accepted Per Field

Required Fields

Site Name: Alphanumeric

Transect Number: Alphanumeric

Reference Location: Alphanumeric

Collection Date: mm/dd/yyyy, will not accept any date prior to 01/01/1990

Data Source: Alphanumeric

Operator: Alphanumeric

Observer: Alphanumeric

Recorder: Alphanumeric

Plant Species Symbol: Alphanumeric, only species symbols accepted

Quadrats 1 – 50: Numeric range 0 – 1 0 = Absent 1 = Present

Optional Field

Comments: Alphanumeric

Completed Line-point Intercept Form

Line-Point Intercept Indicator Calculations											
USDS Plant Database: http://plants.usda.gov/java/											
All calculations are done in the application after the data has been successfully uploaded.											
You must fill in all applicable yellow cells. Fill in Lower Canopy Layer cells where appropriate.											
* Indicates required fields											
Operator *	Anschutz		Observer *	John Doe		Data Source *	WYOMING				
Site *	Test Pad	Transsect # *	N14		Recorder *	Jane Smith		Reference Location *	BLM Ref. Point		
Direction *	359	Collection Date *	06/29/10		Line Length is 100 meters Intercept (Point) Spacing Interval is 1 meter						
mm/dd/yyyy											
Pt.	Top Canopy*	Code1	Code2	Code3	Soil Surface*	Pt.	Top Canopy*	Code1	Code2	Code3	Soil Surface*
1	AF1				CAMEL	51	ALMUT2				D
2	AF1				M	52	ALMUT2	ALYSS			D
3	NONE	WL			M	53	ALMUT2	ALYSS			D
4	NONE				S	54	ALMUT2	ALYSS			D
5	CAPA39	CAMEL	CAAN7		S	55	ALMUT2	ALYSS			D
6	NONE				S	56	ALMUT2	ALYSS			D
7	ALLIU				eI	57	ALMUT2	ALYSS			D
8	ALLIU				eI	58	ALMUT2	ALYSS			D
9	ALMUT2	ALYSS			D	59	ALMUT2	ALYSS			D
10	ALMUT2	ALYSS			D	60	ALMUT2	ALYSS			D
11	ALMUT2	ALYSS			D	61	ALMUT2	ALYSS			D
12	ALMUT2	ALYSS			D	62	ALMUT2	ALYSS			D
13	ALMUT2	ALYSS			D	63	ALMUT2	ALYSS			D
14	ALMUT2	ALYSS			D	64	ALMUT2	ALYSS			D
15	ALMUT2	ALYSS			D	65	ALMUT2	ALYSS			D
16	ALMUT2	ALYSS			D	66	ALMUT2	ALYSS			D
17	ALMUT2	ALYSS			D	67	ALMUT2	ALYSS			D
18	ALMUT2	ALYSS			D	68	ALMUT2	ALYSS			D
19	ALMUT2	ALYSS			D	69	ALMUT2	ALYSS			D
20	ALMUT2	ALYSS			D	70	ALMUT2	ALYSS			D
21	ALMUT2	ALYSS			D	71	ALMUT2	ALYSS			D
22	ALMUT2	ALYSS			D	72	ALMUT2	ALYSS			D
23	ALMUT2	ALYSS			D	73	ALMUT2	ALYSS			D
24	MIGR	MENTH	MEHU2		S	74	MESAF	MENTH	MEHU2	MEOF	LC
25	MEHU2				S	75	MESAF	MENTH	MEHU2	MEOF	LC
26	MESAF	MENTH	MEHU2	MEOF	D	76	MESAF	MENTH	MEHU2	MEOF	LC
27	MESAF	MENTH	MEHU2	MEOF	D	77	MESAF	MENTH	MEHU2	MEOF	S
28	MESAF	MENTH	MEHU2	MEOF	D	78	MESAF	MENTH	MEHU2	MEOF	LC
29	MESAF	MENTH	MEHU2	MEOF	M	79	MESAF	MENTH	MEHU2	MEOF	LC
30	MESAF	MENTH	MEHU2	MEOF	M	80	MESAF	MENTH	MEHU2	MEOF	LC
31	MESAF	MENTH	MEHU2	MEOF	M	81	MESAF	MENTH	MEHU2	MEOF	LC
32	MESAF	MENTH	MEHU2	MEOF	M	82	MESAF	MENTH	MEHU2	MEOF	LC
33	MESAF	MENTH	MEHU2	MEOF	M	83	MESAF	MENTH	MEHU2	MEOF	LC
34	MESAF	MENTH	MEHU2	MEOF	M	84	MESAF	MENTH	MEHU2	MEOF	LC
35	MESAF	MENTH	MEHU2	MEOF	M	85	MESAF	MENTH	MEHU2	MEOF	M
36	MESAF	MENTH	MEHU2	MEOF	M	86	MESAF	MENTH	MEHU2	MEOF	M
37	MESAF	MENTH	MEHU2	MEOF	M	87	MESAF	MENTH	MEHU2	MEOF	M
38	MESAF	MENTH	MEHU2	MEOF	M	88	MESAF	MENTH	MEHU2	MEOF	M
39	MESAF	MENTH	MEHU2	MEOF	M	89	MESAF	MENTH	MEHU2	MEOF	M
40	MESAF	MENTH	MEHU2	MEOF	M	90	MESAF	MENTH	MEHU2	MEOF	M

Line-point Intercept Data Formats Accepted Per Field

Required Fields

Operator: Alphanumeric
Observer: Alphanumeric
Data Source: Alphanumeric
Site: Alphanumeric
Transect #: Alphanumeric
Recorder: Alphanumeric
Reference Location: Alphanumeric
Direction: Numeric range 0 - 359
Collection Date: mm/dd/yyyy, will not accept any date prior to 01/01/1990
Top Canopy: Alphanumeric, only species codes and "NONE" accepted
Soil Surface: Alphanumeric, only species and soil surface codes accepted
Soil Surface Codes:

- BR = Bedrock
- D = Duff
- EL = Embedded Litter
- LC = Lichen
- M = Moss
- R = Rock Fragment
- S = Soil

Optional Fields

Lower Canopy Layers (Code 1-3): Alphanumeric, only species and layer codes accepted
Layer Codes:

- L = Herbaceous Litter
- WL = Woody Litter

Notes: Alphanumeric

Completed Qualitative Data Form

All columns of the Qualitative data form. See figures below for a more detailed view of the columns close-up

Qualitative																		
Operator *	Site Name *	Collection Date *	Observer	Data Source *	Topsoil Storage *	Months of Topsoil Storage *	Seeding Method *	Other Seeding Method *	Date Seeded *	Soil Amendment *	Soil Amendment Comments	Is seed germination apparent? *	Comment	Is the area free of undesirable materials (trash, construction materials, liquids, etc)? *	Comment	Is the soil stable with no indications of subsidence, slumping and/or significant erosion? *	Comment	General Comments
Operator	Site Name	Collection Date	Observer	Data Source	Topsoil Storage	Months of Topsoil Storage	Seeding Method	Other Seeding Method	Date Seeded	Soil Amendment	Soil Amendment Comments	Is seed germination apparent?	Comment	Is the area free of undesirable materials (trash, construction materials, liquids, etc)?	Comment	Is the soil stable with no indications of subsidence, slumping and/or significant erosion?	Comment	General Comments
Operator	Site Name	Collection Date	Observer	Data Source	Topsoil Storage	Months of Topsoil Storage	Seeding Method	Other Seeding Method	Date Seeded	Soil Amendment	Soil Amendment Comments	Is seed germination apparent?	Comment	Is the area free of undesirable materials (trash, construction materials, liquids, etc)?	Comment	Is the soil stable with no indications of subsidence, slumping and/or significant erosion?	Comment	General Comments
Operator	Site Name	Collection Date	Observer	Data Source	Topsoil Storage	Months of Topsoil Storage	Seeding Method	Other Seeding Method	Date Seeded	Soil Amendment	Soil Amendment Comments	Is seed germination apparent?	Comment	Is the area free of undesirable materials (trash, construction materials, liquids, etc)?	Comment	Is the soil stable with no indications of subsidence, slumping and/or significant erosion?	Comment	General Comments

Close-up of columns A – J of the Qualitative data form

A	B	C	D	E	F	G	H	I	J
Qualitative									
USDA Plant Database: http://plants.usda.gov/java/									
* Indicates required fields									
Operator *	Site Name *	Collection Date *	Observer	Data Source *	Topsoil Storage *	Months of Topsoil Storage *	Seeding Method *	Other Seeding Method *	Date Seeded *
Anschutz	BLM Ref. Point	7/23/2002	John Doe	CSR Inc	Stockpile (> 3ft)	9	Broadcast		7/19/2001
Anschutz	Mesa 3-19	7/23/2002	John Doe	CSR Inc	Stockpile (< 3ft)	0	Drill		7/19/2001
Anschutz	Mesa 8-10	7/23/2002	John Doe	CSR Inc	Direct Haul	15	Other	Other Method	7/19/2001

Close-up of columns K – U of the Qualitative data form

K	L	M	N	P	Q	R	S	T	U
Seed Mix *	Soil Amendment *	Date of Amendment Application *	Soil Amendment Comments	Is seed germination apparent? *	Comment	Is the area free of undesirable materials (trash, construction materials, liquids, etc)? *	Comment	Is the soil stable with no indications of subsidence, slumping and/or significant erosion? *	Comment
Cover Crops	No			Yes		Yes		Yes	
Cover Crops	No			Yes		Yes		Yes	
Cover Crops	No			Yes		Yes		Yes	

Close-up of columns V – Z of the Qualitative data form

V	W	X	Y	Z
Are noxious or undesirable weeds absent? *	Use Species symbols separated by commas.	Is there evidence of good reproductive capability? *	Comment	General Comment
Yes		No		
No	HYNI, CADR, CESO3	Yes		
Yes		Yes		

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Qualitative Data Formats Accepted Per Field

Required Fields:

Operator: Alpha drop down list

Drop down list:

- Anschutz
- Linn
- QEP Energy Company
- SWEPI LP
- Ultra
- USQE
- Yates

Site Name: Alphanumeric

Collection Date: mm/dd/yyyy, will not accept any date prior to 01/01/1990

Data Source: Alphanumeric

Topsoil Storage: Alphanumeric drop down list

Drop down list:

- Stockpile (> 3 ft)
- Stockpile (< 3 ft)
- Direct Haul
- None

Months of Topsoil Storage: Numeric range 0 – 999

Seeding Method: Alpha drop down list

Drop down list:

- Broadcast
- Drill
- Other

Other Seeding Method: Alphanumeric, only required when Other selected for Seeding Method

Date Seeded: mm/dd/yyyy, will not accept any date prior to 01/01/1990

Seed Mix: Alpha drop down list

Drop down list:

- Cover Crops
- Loamy Soil
- Playas & Other Alkaline Areas
- Sagebrush-dominated w/ Alkaline Soils
- Sagebrush-dominated w/ Sandy Soils
- Saltbush Communities
- Temporary Reclamation
- Other

Soil Amendment: Alpha drop down list

Drop down list:

- Yes
- No
- Unknown

Date of Amendment Application: mm/dd/yyyy, will not accept any date prior to 01/01/1990 and is only required when Yes is selected for Soil Amendment

“Is seed germination apparent?”: Alpha – only “Yes” or “No” is accepted

“Is the soil stable...”: Alpha – only “Yes” or “No” is accepted

“Are noxious or undesirable...”: Alpha – only “Yes” or “No” is accepted

Comments: If above question is answered with No then comment is required. Only comma separated species symbols are accepted.

“Is there evidence of good...”: Alpha – only “Yes” or “No” is accepted

Optional Fields

Observer: Alphanumeric

Soil Amendment Comments: Alphanumeric

General Comment: Alphanumeric

The Comment fields for the following questions are optional:

- Is seed germination apparent?
- Is the area free of undesirable materials (trash, construction materials, liquids, etc.)?
- Is the soil stable with no indications of subsidence, slumping and /or significant erosion?
- Is there evidence of good reproductive capability?

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